

How to apply for a Leave of Absence

This is a guide to assist you with applying for a [Leave of Absence](#) at Southern Cross University.

If you have completed at least one unit you can apply for a Leave of Absence from your studies. A student may take a Leave of Absence for a specified period of up to one year. This is not available to international onshore students.

If you have not completed a unit, you will need to [defer your offer](#).

First Steps

1. Find out how your Leave of Absence may affect your Course Progression*.
 - a) Search for your course at www.scu.edu.au/courses
 - b) Select the Course Structure tab and scroll down to Course Progression.
Alternatively you can contact the [Client Services](#) team.
2. Open and log in to [My Enrolment](#) using your student ID and password.

Your unique Student ID (8 digit number) and password are sent to your personal email address, at the time you apply for your course.

You will be prompted to change the automatically generated password when you first log in to My Enrolment.

Study Plans

3. Navigate to the Study Plans tab. If you are admitted into multiple courses, select the course that you wish to take a Leave of Absence from.

Southern Cross University My Enrolment Welcome Clancy

Details Applications Offers UniMentor **Study Plans** Classes Commonwealth Assistance Exams Finance Grades Graduation Rewards MySCU Details eForms

Study Plans
Current Enrolment
Swap Units
Unit Withdrawal
Course Withdrawal
Leave of Absence
Student Waivers
Unit Approval Request
Change of Major/Minor
Course Guide

Choose a Study Plan

Information
Listed below are your Study Plans.
Please select a Study Plan from the list to continue.

	Course	Title	Stage	Status	Credit Points	
Select	2307160	Preparing for Success at SCU Program	Completed	Passed	48.000	This will be displayed in read-only mode
Select	3003140	Bachelor of Music	Admitted	Admitted	288.000	

4. Select Leave of Absence from the left-hand side menu. Complete the Leave of Absence form and click *Confirm*.

You can only apply for Leave of Absence from the next available session.

You can request a Leave of Absence for a timeframe of 6-12 months.

The screenshot displays the Southern Cross University My Enrolment interface. The top navigation bar includes the university logo, 'My Enrolment', and a user greeting 'Welcome Clancy'. A secondary navigation bar lists various services such as Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. On the left, a vertical menu highlights 'Leave of Absence' in blue. The main content area is titled 'Leave of Absence > Application' and features an 'Information' section with the text 'Enter Leave of Absence details for 3003140 - 3 Bachelor of Music'. The form fields include: Start Year (text input), Start Study Period (dropdown menu), Return Year (text input), Return Study Period (dropdown menu), Reason (dropdown menu), and Reason Notes (text area). A 'Confirm' button is located at the bottom of the form. A red box highlights the 'Leave of Absence' menu item, the form fields, and the 'Confirm' button.

Information
Enter Leave of Absence details for 3003140 - 3 Bachelor of Music

Start Year

Start Study Period

Return Year

Return Study Period

Reason

Reason Notes

Confirm

Course coordinator approval is required for > 12 months leave.

You can return to studies earlier than planned, if needed be emailing enrol@scu.edu.au

5. Once submitted a results confirmation screen will appear.

The screenshot shows the Southern Cross University My Enrolment portal. The header includes the university logo and name, the text 'My Enrolment', and a user greeting 'Welcome Clancy' with a dropdown arrow. A navigation menu below the header lists various services: Details, Applications, Offers, UniMentor, Study Plans (highlighted), Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. On the left, a sidebar menu lists options: Study Plans, Current Enrolment, Swap Units, Student Waivers (highlighted), Unit Withdrawal, Course Withdrawal, Leave of Absence, Unit Approval Request, Change of Major/Minor, and Course Guide. The main content area is titled 'Leave of Absence > Results' and features a light blue information box with the text: 'Your Leave of Absence application has been successfully created and will be reviewed for approval in due course.' Below this box is a 'View' button.

6. To view your Leave of Absence summary, click on Leave of Absence.

The screenshot shows the Southern Cross University My Enrolment interface. The top navigation bar includes the university logo, 'My Enrolment', and a user greeting 'Welcome Clancy'. A secondary navigation bar lists various services like 'Details', 'Applications', 'Offers', 'UniMentor', 'Study Plans', 'Classes', 'Commonwealth Assistance', 'Exams', 'Finance', 'Grades', 'Graduation', 'Rewards', 'MySCU Details', and 'eForms'. A left-hand sidebar menu contains options such as 'Study Plans', 'Current Enrolment', 'Swap Units', 'Student Waivers', 'Unit Withdrawal', 'Course Withdrawal', 'Leave of Absence' (highlighted with a red box), 'Unit Approval Request', 'Change of Major/Minor', and 'Course Guide'. The main content area is titled 'Leave of Absence > Summary'. Below the title is an 'Information' box stating 'Listed below is a summary of your Leave of Absence details.' A table displays the details of a leave of absence for course 3003140 (BMus). The table has columns for Course Code, Abbreviated Title, Ver, Leave of Absence No, Start Year, Start Study Period, Start Date, End Year, End Study Period, End Date, Reason, Approved, and Approval Date. Below the table is an 'Add New' button.

Information
Listed below is a summary of your Leave of Absence details.

Course Code	Abbreviated Title	Ver	Leave of Absence No	Start Year	Start Study Period	Start Date	End Year	End Study Period	End Date	Reason	Approved	Approval Date
3003140	BMus	3	1	2020	Session 3	02-Nov-2020	2021	Session 2	05-Jul-2021	Family commitments	Unassessed	

[Add New](#)

What happens when I submit a Leave of Absence?

- Before you take a Leave of Absence it is important to know how this may affect your [Course Progression](#).
- The Leave of Absence outcome will be sent to your student email account.
- If you request a Leave of Absence for more than 12 months you will be required to get an approval from your Course Coordinator.
- You can cancel your Leave of Absence and return to studies earlier than planned, if needed.
- If you take a Leave of Absence, whilst enrolled in units, you will be withdrawn from your units.
- It is recommended that you become familiar with the [Key Dates](#) for the current year.
- You can find the SCU policy referring to Leave of Absence [here](#).

Important notes...

*The [Course Progression](#) is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression we recommend you contact the [Client Services](#) team to discuss the best path for you.



Southern Cross
University

Client Services

Having trouble?

Contact us!



scu.edu.au/current-students/student-administration/



1800 005 687



enquiry@scu.edu.au