

**Graduate School**

**CANDIDATE  
LEAVE APPLICATION FORM**

**Notes:**

- This form is to be used by all HDR candidates as well as those candidates who are scholarship recipients and who are applying for recreation or sick leave under their scholarship leave entitlements.
- HDR scholarship stipend recipient candidates must refer to their specific scholarship's conditions of award and leave entitlements to determine their recreation leave allowance.
- Please note that this leave application if approved does not extend the period of your candidature.
- If you wish to suspend your candidature, you must apply for an interruption to your candidature on the appropriate Change to Conditions of enrolment form.

**Guidelines:**

- All HDR candidates are required to apply for recreation leave if they wish to take leave from their study.
- If an HDR scholarship recipient takes sick leave only, if approved, their scholarship and candidature continue.
- If an HDR scholarship recipient wants to take an interruption to stop their candidature, their scholarship is also stopped for the period of the interruption and the interruption extends the candidature by the equivalent period approved.

**SECTION A: APPLICANT DETAILS**

<b>First Name:</b>	<b>Family name:</b>
<b>Student ID:</b>	<b>Email:</b>
<b>Address:</b>	<b>Telephone:</b>

**SECTION B: ENROLMENT**

<b>School:</b>	<b>Enrolled in:</b>
<b>Status:</b>	<b>Scholarship Type:</b>
<b>Principal Supervisor's Name:</b>	

**SECTION C: REQUEST**

**Sick Leave Dates:**

**Recreation Leave Dates:**

<b>Have you attached a Doctor's certificate:</b>	<b>YES</b>	<b>NO</b>
<b>Will you be applying for an interruption as well?</b>	<b>YES</b>	<b>NO</b>

If **YES**, please fill out a Change to Conditions of Enrolment form.

<b>Applicant Name:</b>	<b>Signature:</b>	<b>Date:</b>
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<b>Principal Supervisor Name:</b>	<b>Signature:</b>	<b>Date:</b>
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Send completed form to: [hdrscholarships@scu.edu.au](mailto:hdrscholarships@scu.edu.au) or