I wish to lodge an application for: (please tick one of the following boxes)

- [ ] Leave of Absence
- [ ] Extension to existing Leave of Absence

**FLINDERS UNI STUDENT ID:** [ ] [ ] [ ] [ ] [ ]

**INTERNATIONAL STUDENT:** [ ] NO [ ] *YES

*International students are advised to check their visa conditions before applying for leave of absence.

**LAST NAME:** _______________________

**FIRST NAME(S):** _______________________

**FLINDERS UNIVERSITY EMAIL:** _______________________

**MOBILE PHONE:** _______________________

Note: all email messages will be sent to your University email address only

**PROGRAM:**
- [ ] HBSC - Bachelor of Science (Honours)
- [ ] HBSCMB - Bachelor of Science in Marine Biology (Honours)
- [ ] HBSCBC - BSc in Biodiversity & Conservation (Honours)
- [ ] HBTA - Bachelor of Technology (Aquaculture) (Honours)
- [ ] HBA - Bachelor of Arts (Honours)
- [ ] HBECOT - Bachelor of Ecotourism (Honours)

I am studying my Honours program on the following basis:
- [ ] Full-time
- [ ] Part-time

**LEAVE OF ABSENCE:** (only to be completed by students who are currently NOT on a Leave of Absence)

Students undertaking an Honours program within the School of Biological Sciences are expected to complete their projects over contiguous semesters. Leave is generally approved when applicants demonstrate that personal or health/physical difficulties have been experienced or are continuing. These intermissions vary in length although they would not normally be for periods of personal or health/physical difficulties that force interruption of the work for less than two weeks. The University cannot guarantee that students who take leave of absence will be able to continue in the same project upon their return from leave. If a student does not return to study after the leave of absence has expired, a FAIL mark will be entered against the topics in which they have enrolled but not completed.

**LEAVE COMMENCES:** (enter date)

**LEAVE FINISHES:** (enter date)

**I WILL RESUME MY STUDIES ON:** (enter date)

**EXTENSION OF EXISTING LEAVE OF ABSENCE:** (only to be completed by students who are currently on a Leave of Absence)

Please note the guidelines as per the abovementioned 'Leave of Absence'.

**EXISTING LEAVE FINISHES:** (enter date)

**COMMENCEMENT OF NEW LEAVE:** (enter date)

**I WILL RESUME MY STUDIES ON:** (enter date)

**IMPORTANT:** Before lodging this application in the School Office, you MUST attach supporting documentation, eg; letter from a health professional, counselling service, etc. You MUST also detail the reason for your request in the allotted section which can be found over the page.

Please sign and date the form

**REASON FOR REQUEST:** (this section MUST be completed)
I have read and understood the guidelines as detailed on the previous page. I am aware that I am not entitled to take Leave of Absence unless I have received notification in writing (or via email) from the School of Biological Sciences or the Faculty of Science & Engineering to advise that my application has been approved. I have attached supporting documentation and outlined the reason for my request.

STUDENT’S SIGNATURE: ___________________________ DATE: _______ / _______ / _______

PLEASE LODGE THE COMPLETED FORM & SUPPORTING DOCUMENTATION WITH THE BIOLOGICAL SCIENCES SCHOOL OFFICE-RM 201, BIOLOGICAL SCIENCES BLDG

(ie: NOT with the Honours Coordinator / NOT with the supervisors)

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COMMENTS:

NAME OF ACTIONING OFFICER ___________________________ SIGNED ___________________________ DATE ___________________________

Checklist: ☐ Student advised of outcome ___________________________ ☐ Diarised by Program Coordinator ___________________________