



# Request for Leave of Absence

## 1. General Information

A Leave of Absence (LOA) is a period of non-enrolment where the student has the intention to return to their studies at the end of the authorised period. When applying for a LOA, it is the student's responsibility to ensure that they have enough time to complete the course of study before its time limit is reached. The LOA is counted towards the maximum time required to complete the course. It does not allow for additional time to complete the course. For example, if a student takes one LOA, which is in effect one year's leave of absence, and the award is to be completed within a maximum of five years, then the student will have reduced the time to complete the award to four years. For more information regarding applying for Leave of Absence please go to <https://www.morling.edu.au/policies/>

To apply for Leave of Absence please complete this form and submit it to [education@morling.edu.au](mailto:education@morling.edu.au).

## 2. Personal Details

<b>Student Number</b>		<b>Date of Birth</b>	
<b>First Name</b>		<b>Family Name</b>	
<b>Address</b>			
<b>Suburb</b>	<b>State</b>	<b>Postcode</b>	<b>Country</b>
<b>Email</b>	<b>Mobile Phone</b>		

## 3. Course for which you are applying for Leave of Absence

- Master of Education
- Graduate Diploma of Education
- Master of Education (Leadership)

## 4. Dates for which Leave of Absence is being sought

Date Commencing		Date Recommencing	
Semester / Summer School	Year	Semester / Summer School	Year

## 5. Reason for Leave of Absence

Please provide brief details of reason/s for Leave of Absence

### Declaration

*I declare that the information submitted is correct and complete. I understand that Morling College has the right to vary or reverse any decision made on the basis of incorrect or incomplete information*

Signature:

Date

### Office Use Only

Date Received	Dean of Education's Approval	Date Approved	Comment
			<input type="checkbox"/> Copy in Student file <input type="checkbox"/> Copy sent to Registrar <input type="checkbox"/> Student notified