CMU-A STUDENT LEAVE POLICY

Students enrolled at CMU-A follow the CMU Student Leave Policy.

A student may leave by either withdrawing from the university (this means leaving the university with no intention of returning) or by taking a leave of absence (this means leaving the university temporarily, with the firm and stated intention of returning).

Withdrawal or Leave of Absence Form

Students intending to withdraw from the university must complete the Withdrawal form or take a leave of absence, by completing the Leave of Absence Form before the CMU-A course drop deadline for the semester.

For student visa holders, taking a leave of absence usually means leaving Australia or moving to a different visa type during the leave period. Student visa holders must consult the Admissions Office for information on possible visa implications prior to going on leave. Leave of Absence by student visa holders are reported to the Department of Home Affairs.

Leave related to compassionate or compelling grounds include but are not limited to:

- serious medical condition or injury, supported by a medical certificate/report;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in your home country requiring emergency travel and this has impacted on your studies;
- a traumatic experience, which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists’ reports)

If you are unsure if your leave is considered a compassionate or compelling reason, please contact your Academic Advisor or Director of Programs.

Leave of Absence will not be approved retrospectively other than in exceptional circumstances (i.e. where a student was completely incapacitated for the period when they were away from the University).

Students applying for Leave of Absence should take into consideration that a course from which they take leave may be revised or discontinued, or may cease to be accredited, during their period of absence. In these circumstances, every attempt will be made to provide the preferred course options. However, where this is not possible, the University reserves the right to offer the student a place in an equivalent or near-equivalent course instead of the place in the specific course from which leave was taken.
Return from a Leave of Absence

Students enrolled at CMU-A follow the CMU Return from Student Leave Policy.

Students wishing to resume their studies after a Leave of Absence must lodge a Return from Leave Petition at least one month prior to the beginning of the semester.

Students may return earlier than the projected semester indicated on the Leave of Absence form.

Extended Leave from Projected Semester of Return

Student visa holders must seek approval to extend leave from the projected semester of return previously stated on the Leave of Absence form by completing a General Petition form. The extension of leave must be approved by the Academic Advisor and Director of Programs at least one month prior to the beginning of the projected semester of return.

Student visa holders must consult the Admissions Office for advice on possible implications for the extended leave.

*Updated: March 30, 2021*
Process flow for student visa holders applying for Leave of Absence (LoA)

1. Student visa holder consults Academic Advisor, Director of Programs and Admissions Office

2. Student visa holder completes the Leave of Absence form, attaches supporting documents (if any)

3. Academic Advisor and Director of Programs review the request for student leave and note comments/requirements governing return (if any); note the projected semester of return

4. Student visa holder must contact the Admissions Office for advice on possible visa implications

5. The LoA form is sent to University Registrar’s Office for processing – the student’s record is updated to be inactive. The student is notified of student leave via e-mail.

6. Student is on leave