

Application for **Leave of Absence** must be submitted at least 2 weeks before date of commencement.

1. PERSONAL DETAILS

Student Number (8 digit number)

Family Name: _____ Given Name: _____

Nationality: _____ Course: _____

JCU Email Address: _____ @my.jcu.edu.au Mobile Phone: _____

Cancellation of Student Pass:

FIN Number (Student Pass Number): _____ Student Pass Expiry Date: _____

Passport Number: _____ Passport Expiry Date: _____

Current Whereabouts: In Singapore (Leaving on : _____) Out of Singapore

Note: Student Pass will be cancelled upon approval.

2. LEAVE REQUEST

Trimester Leave:

I intend to commence my leave from: _____ Study Period / Date*: _____

I intend to recommence my studies in: _____ Study Period: _____

Reason for request: (This is a mandatory field.)

* Leave of Absence application raised (University initiated) or Leave of Absence application received (Student initiated)

3. DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I have not willfully suppressed any information. I understand that information contained in this form is collected for enrollment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed to any external bodies without prior authorization unless a valid legal request has been made.

I understand that, if my request for Leave of Absence is approved, I will be withdrawn from all enrolled subjects for the period of leave granted, and my student pass will be canceled. I understand that the Immigration and Checkpoints Authority of Singapore may choose not to approve a new student pass when I reapply. I understand that I will retain access to my JCU email account during the period of leave and that I must continue to monitor my JCU emails during this time. Upon my return to JCU, I agree to sign a new contract. I understand that if I apply for Leave of Absence before census date, fees paid for the trimester can be transferred over for a maximum of up to 2 consecutive trimesters. There is no refund for Leave of Absence applied after the census date.

Student Signature: _____ Date (dd/mm/yyyy): ____/____/____

IMPORTANT: International student granted leave of absence from the University will need to re-apply for a Student's Pass upon returning. Any student who is absent for more than 2 consecutive trimesters will need to reapply as a new student through the Admissions department. Student will pay tuition fees based on the prevailing fee structure as at the time the student signs the new contract. Student will also be subjected to any changes in the course curriculum that may occur. The Attendance Monitoring team will advise you if your application is successful or not through your JCU email account.

4. RETURN DETAILS

James Cook University Singapore
149 Sims Drive S(387380)
Attendance Office, C1-12A
Email: attendance-singapore@jcu.edu.au

5. OFFICIAL USE ONLY

Name of Staff: _____ Date Received: ____/____/____

Student Status: Local International

Current Class Attendance Rate (%): _____

Current Campus Attendance Rate (%): _____

Comments (if any): _____

Cancellation of Student Pass Name of Staff: _____ Date: ____/____/____

Student Management System Updated Name of Staff: _____ Date: ____/____/____

6. APPROVAL

Associate Director, Student Affairs

Recommended Not Recommended

Comments: _____

Signature: _____ Date: ____/____/____

Head of Academic Group / Head of Department

Approved Not Approved

Comments: _____

Signature: _____ Date: ____/____/____

Director, Admissions, Academic Services and Progressions

Approved Not Approved

Comments: _____

Signature: _____ Date: ____/____/____