

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 onto any other 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I understand that, if my request for Leave of Absence is approved, I will be withdrawn from all enrolled subjects for the period of leave granted and my student pass will be canceled.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.

**Note: Any deferment of assessments / extension of assignments are subjected to Head of Academic Group's approval.**

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 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 Management 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)  
Counselling Office  
Tel: +65 6709 3671  
Email: attendance-singapore@jcu.edu.au

#### 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 5. APPROVAL

##### Associate Director, Student Services

Recommended  Not Recommended

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

##### Head of Academic Group / Head of Department

Approved  Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

##### Associate Director, Admissions, Enrolments, Examinations and Student Systems

Approved  Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_