Program Leave

This page tells you all about program leave, and the rules, procedures and policies that apply.

You apply for program leave if you want to:

- Take a leave of absence from your program of up to 1 year
- Come back to your studies after taking leave.

If you want to discontinue your studies completely, and **not resume them** at a later date, see **Program Discontinuation**.

Who can take program leave?

Program leave is for enrolled domestic undergraduate or postgraduate students. It is available to International students with certain conditions.

**Domestic students**

A domestic undergraduate or postgraduate student enrolled in their **second or later semester/term** of a program may apply for program leave. (A new student enrolled in their **first semester/term** would apply for a deferment, no later than the relevant census date.)

You can apply for program leave no later than the relevant **census date**. Program leave sought after census date will be subject to UNSW's rules for course withdrawal and may result in failures being listed on your academic record.

**Postgrads:** If you are on a scholarship (e.g. APA), check that it is deferrable. Also, check that your chosen supervisor is available during your return semester/term.

**International students**

International students on student visas can apply for program leave; however, certain conditions may apply. Please get advice from the **International Student Experience Unit** before applying for course discontinuation or program leave.

**Important advice for student visa holders**

**Notification of program leave/cancellation**

Under Commonwealth Legislation, the University is required to notify the **Australian Government Office** of changes in the enrolment of student visa holders. Cancellation and leave of absence (program leave) will in most cases lead to the cancellation of your student visa, and you will be required to depart Australia, or transfer to another visa type. Provided
that you report to the Australian Government Office as required, your visa cancellation should be 'without prejudice', and should not prevent you from reapplying in the future.

**Granting of program leave to student visa holders**

As required by Commonwealth Law, student visa holders will be granted Leave by UNSW, conditional on complying with immigration requirements. In all but exceptional circumstances (e.g. Serious personal/health problems requiring you to remain in Australia), student visa holders granted leave will be required to depart Australia for the duration of their leave. If you believe your circumstances are exceptional, please provide documentation to support this claim. In all cases, student visa holders granted leave by the University must report to Immigration authorities to clarify their visa status.

**Reapplying for your student visa**

You may find it easier to apply for a new student visa before leaving Australia. Whether you choose to apply in Australia or overseas, you need to fill in a New Confirmation of Enrolment Request.

**How long can I take program leave for?**

Program leave is generally restricted to no more than 1 year of your enrolment in a program. Applications for leave of more than 1 year will be approved only in exceptional circumstances, at the discretion of the Program Authority.

**How to apply**

Lodge your leave request through Online Services in myUNSW.

Sign on to myUNSW and go to Program Leave/Discontinuation (My Student Profile tab > My Student Services > Online Services > Program Leave/Discontinuation).

Once your request has been processed you'll be notified of the outcome by email to your UNSW email account. You'll also be able to view and print your approved leave letter online.

If you are under 18 years of age, you must complete this form (PDF, 189KB) and your parent or guardian must also sign the form. The form should be returned to Student Lifecycle, The Nucleus: Student Hub, Level 2 Library.

**Re-admission and cross-institutional study**

**Program leave and re-admission**

- If you aren't enrolled at the relevant census date, and you haven't applied for and been granted approved program leave for that semester/term, you will be discontinued from your program. You'll have to formally apply for re-admission if you want to enrol in a future semester/term.
- If you withdraw from courses with or without failure after the census date, you retain an enrolment record for that semester/term and are subject to the rules of re-enrolment.
- If your application for leave is rejected, or you don't resume study at the end of the approved leave period, you must formally apply for re-admission to the program.

**Cross-institutional study**

If you want to undertake study at another institution while you're on program leave from UNSW, before you commence your studies at the other institution you must obtain permission from your Program Authority.