



Request for a Leave of Absence or Withdrawal from Course of Study Form

Please complete this form if you are looking to take a Leave of Absence or withdraw completely from the course. In accordance with JMI's Leave of Absence and Withdrawal Policy, a student seeking to take a leave of absence or withdraw from the course must do so before the census date to avoid financial penalty and before the academic penalty date to avoid an academic penalty.

Withdrawals prior to the census date shall not incur a financial or an academic penalty, and a grade of W (Withdrawn) shall be recorded against the student's academic record. Should a student withdraw from a unit after the census date, the student will be charged for the subject through either FEE-HELP or full-fee payment. An academic penalty will apply if the student withdraws after the academic penalty date and the results for the unit/s concerned will be shown on the student's academic record.

To finalise your withdrawal, you will need to **hand back your student ID card and building access card** to the JMI office. You will not be withdrawn from the course until you have handed back your ID card and access card.

Personal details	
Student Name:	
Student ID number:	
Please circle which option you're choosing: Leave of Absence Withdrawal	
Reason/s for withdrawal	
What are the reasons for your withdrawal/leave of absence from the course?	
Student signature:	
Date:	
Office use only:	Before census date? YES NO
Head of School signature:	
Student notified: Phone/ email/ letter	Date