

1. Personal Details

Student ID Number: _____ Title: Mr Mrs Miss Ms Other

Family Name: _____ Gender: Male Female Other

Given Names: _____ Date of Birth: / / (dd/mm/yy)

Phone (mobile): _____ Phone (home): _____

Address while on Interruption of Studies: _____

Post Code: _____ State: _____

RBS Email Address: _____

Current Course

Course Code: _____ Course Title: _____ Year last enrolled: _____

2. Leave Request

Is this a new application for an Interruption of Studies? Yes No

Is this an extension to an existing period of Interruption? Yes No

If yes, please indicate the existing period of Interruption: From: _____ To: _____

Have you previously been granted a Interruption in this course? Yes No

If yes, please indicate the existing period of Interruption: From: _____ To: _____

Interruption of Studies requested to start: Year: _____

Study Period: _____

I intend to recommence studies in: Year: _____

Study Period: _____

Reason for request [please tick ONE box]

Health Work Personal Study Abroad

Cross Institutional Outbound Other Studies Other, specify: _____

Please provide further information to support your Interruption of Studies request: _____

Are you an international student on a student visa? Yes No If YES, read Section 3 carefully before signing this form.

Applicants to refer to the Russo Business School Interruption of Studies Leave Policy.

3. International Student Visa Holders Only

International students studying in Australia on student visas are not normally eligible to be granted Interruption of Studies leave. International students should contact Student Services if they believe that they will need to take a period of absence from their studies.

You are responsible for contacting the Department of Home Affairs (DHA) to find out if taking an Interruption of Studies leave may impact on your student visa.

Russo Business School has an obligation in certain circumstances to advise DIBP when an international student takes a period of absence from their studies.

4. Declaration

I understand that, if approved, I will be withdrawn from all subjects for the period of leave granted. I understand that it is my responsibility to investigate the consequence that taking an Interruption of Studies might have with regard to my student visa. I understand that I must continue to monitor my RBS emails and maintain my correct address details through iLearn during this time. I understand that it is my responsibility to check that I am able to complete the degree within the maximum time allowed (taking into account part time studies and/or failed subjects), even if I have not used the maximum allocated time of leave.

 Signature: _____ Date: / / (dd/mm/yy)

5. Return Details

Russo Business School
Student Services
349 Queen Street
QLD 4000
Australia

Tel: 1300 727 310
Email: info@russo.qld.edu.au

Office Use Only

Approved Not Approved

Comments:

Signature of Executive Dean: