



REVISED PROGRAM OF STUDY / CHANGE DISSERTATION TITLE / CHANGE TO SUPERVISOR/S / LEAVE OF ABSENCE / CANCELLATION OF ENROLMENT FOR HONOURS STUDENTS ONLY

1. PERSONAL DETAILS

Griffith Identification Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Family name: <hr/> First name: <hr/> Other names: <hr/>	Mobile phone number: <hr/> Home phone number: <hr/>
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A student is admitted to an Honours degree to undertake a specified program of coursework (where applicable) and a specified dissertation topic with specified supervisor(s) as approved by the Honours Program Director. A candidate who wishes to vary the schedule of coursework or the dissertation topic or supervision arrangements approved on admission must seek the approval of the Honours Program Director. Also keep in mind you will still need to adhere to the important enrolment dates for adding and dropping courses. If you lodge this form without approval, you will need to ensure your form is lodged to a Student Centre **TWO WEEKS PRIOR TO THE FIRST TEACHING WEEK OF THE TRIMESTER.**

Program code: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Program title: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Do you have a scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of your supervisor: <hr/> > If 'yes', what is the name of the Scholarship:

2. LEAVE OF ABSENCE / CANCELLATION - Domestic students only (International students see next page)

You may be able to apply for a leave of absence, within the maximum time to complete your program, for a maximum period of up to four standard trimesters per request.

I wish to take Leave of Absence at Griffith University from: Trimester _____ Year: _____
I intend to return to study at the beginning of: Trimester _____ Year: _____
<input type="checkbox"/> I wish to cancel my enrolment at Griffith University

HONOURS PROGRAM DIRECTOR'S DECISION (required for both Domestic and International students)

I have considered this application for leave of absence:

<input type="checkbox"/> I grant leave of absence		
<input type="checkbox"/> I do not grant leave of absence		
Honours Program Director: _____	Signature: _____	Date: / /

3. CHANGE OF SUPERVISOR/S

Current supervisor/s: _____	Signature: _____ / /
New supervisor/s: _____	Signature: _____ / /

(RETURN TO GRIFFITH)

4. INTERNATIONAL STUDENTS ONLY

If you are an International student you MUST make an appointment with an International Student Advisor to apply for Leave of Absence or Cancellation of Enrolment. Please contact the International Office to book an appointment: (07) 5552 8819 at Gold Coast or (07) 3735 7200 at Nathan.

International Students can apply for a Leave of Absence for the following reasons:

- Illness. The student must provide evidence from a registered medical practitioner.
- Exceptional compassionate circumstances beyond the student's control. The student must provide documentation.

International students who cancel their enrolment or are approved to take a Leave of Absence may be entitled to a refund. To apply for a refund please contact the International Office: (07) 5552 8819 Gold Coast or (07) 3735 7200 Nathan.

Is your current mailing address correctly recorded in myGriffith?

Yes No - Please provide your home address below:

Address:
 City:
 State: Country:

Date of Birth:/...../.....

Reason for Cancelling Enrolment/Taking Leave of Absence:

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LEAVE OF ABSENCE

For International students, immigration restrictions and financial penalties may apply. Students should contact the International Office prior to submitting this form to Griffith International to establish whether they are eligible for Leave of Absence.

Leave of Absence is normally granted except where:

- ◆ there is insufficient time in which to complete your award program
- ◆ fees and charges are outstanding.

Leave of Absence does not avoid exclusion under academic progress requirements.

IMPORTANT NOTE: If you are enrolled in any courses in the trimester you wish to take leave of absence, Griffith will withdraw you from these courses. The receipt date of your application will be the date Griffith will withdraw you from these courses. The date on which Griffith receives your application will determine whether a **Withdrawal** or **Withdraw with Failure** grade for these courses will be recorded on your Academic record.

If you withdraw after the Census date you will be liable for all fees and charges associated with your enrolment.

Notwithstanding the above, students in specific programs as designated in the Program Catalogue, require approval to take leave of absence within the maximum time allowed to complete their program, for a period of up to four standard trimesters per request. First year Conservatorium students will not normally be granted leave of absence except on compassionate grounds.

In the event that the program of enrolment is being phased out, a student who withdraws from the program, or who otherwise interrupts their enrolment in the program, including taking leave of absence, is not covered by transition arrangements and is required to conform to the amended program requirements when they resume their studies in the program. This may result in a student completing more credit points than are normally required for the qualification.

Are you a sponsored student? No Yes. Who is your sponsor?.....

Do you have a scholarship? No Yes. What is the name of your scholarship?.....

Are you a student loan recipient? No Yes. What loan do you receive?.....

GUIC OFFICE USE ONLY

THE INTERNATIONAL APPLICATION IS APPROVED
AUTHORITY'S APPROVAL (INTERNATIONAL STUDENTS ONLY)

Authority's Approval: / /

THE APPLICATION IS NOT APPROVED

REASON:

Returned to Student Connect Processing: / /

Admin Fee
 Refund

(RETURN TO GRIFFITH)

5. PROPOSED REVISED PROGRAM OF STUDY

A candidate who wishes to vary the schedule of coursework or take a leave of absence must submit a revised study program **for approval by the Honours Program Director. Where the Honours Program Director gives approval** for the proposed change, the student is responsible for altering their enrolment by the dates specified in the Enrolment Dates Protocol.

Year	Tri	Course Catalogue number:	Course title	Year	Tri	Course Catalogue number:	Course title

SUPERVISOR RECOMMENDATION

I have considered this application to revise the student's program of study:

- I recommend the approval of the revised program of study
 I **do not** recommend the approval of the revised program of study

Supervisor: _____ Signature: _____ / _____ / _____

HONOURS PROGRAM DIRECTOR'S DECISION

I have considered this application to revise the student's program of study:

- I approve the revised program of study
 I **do not** approve the revised program of study

Honours Program Director: _____ Signature: _____ / _____ / _____

6. CHANGE OF DISSERTATION TITLE

Present Title: _____

Proposed Title: _____

ADDING COURSES – ENROLMENT PROCEDURE

Students wishing to add a course after the due date for course addition may only do so by completing a Change of Course Enrolment form. Late course enrolment is available only to those students who conform to Section 3.2 of the Enrolment Procedure.

HONOURS PROGRAMS – ENROLMENT PROCEDURE

The **Honours Programs – Enrolment Procedure** is available on the Griffith Policy Library at <https://policies.griffith.edu.au>. For more information on end-on honours programs please visit our Honours webpage at <https://www.griffith.edu.au/apply/undergraduate-study/honours>.

To enquire about undergraduate end-on honours programs, please contact Student Connect <https://www.griffith.edu.au/student-connect>

7. STUDENT SIGNATURE

Signature: _____ / _____ / _____

OFFICE USE ONLY

Processed by:	Print Name	Date	/	/
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Date received at
SC

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