Student Leave of Absence/Return from Leave of Absence

Who is responsible for Amendments to Enrolment Requests?	Open Universities Australia - OUA
UoA Escalation Point	OUAhelp@adelaide.edu.au
Key Information	**LOA Eligibility -** OUA students must successfully complete the four (4) Open Access Pathway courses and have been admitted into one of the Bachelor programs before they can seek a formal Leave of Absence from their program of study. Usually, students will be permitted to take one or more trimester teaching periods off. To do this, they still must successfully complete their degree requirements within the set completion time, currently nine (9) years for UoA students. **Seeking advice -** Undergraduate students studying a fully online program in the Trimester Teaching Periods are advised to contact Open Universities Australia (OUA). **Update enrolment and contact details in the OUA Student Hub -** Students who want to take a leave from their studies must ensure they have dropped all enrolments, including future study periods. Any course enrolment left may result in a student incurring fees and academic penalties after the relevant census date. Students must drop their enrolments via the OUA Student Hub portal. Students update their contact details via the OUA Student Hub portal. **LOA Outcome -** Students will be contacted at their University student email address with the outcome of their LOA request. **LOA Approval -** When an LOA is approved, a 'Leave of Absence" status will be recorded on the Academic Transcript, access to online services such as UofA email and MyAdelaide will continue, and access to University internet services will cease as they are subject to having active enrolment