

## FACULTY OF HEALTH SCIENCES - SUSPENSION OF CANDIDATURE INFORMATION SHEET

### General Information:

Suspension of candidature may be granted by the faculty to students in special circumstances for one or two semesters. In exceptional circumstances, suspension of candidature may be granted up to two years. Students are required to discuss the intended leave with the Course Director and seek approval prior to lodging the application. The application must detail the reasons why such leave is sought and documentary evidence in support of the application must be attached, if applicable. Suspension of candidature will not normally be granted to allow students to undertake studies at another institution.

### Lodging your application

- Applications may be lodged **in person** at Student Central or **posted** to the address at the top of this form.
- Do not lodge applications with course staff.
- Inadequately documented applications will not be accepted or processed.
- Faxed applications are not accepted.

### Suspension of candidature before census date (Local and International students):

Suspension of candidature prior to census date in the first semester of enrolment will only be considered if there has been an extreme and unpredictable change in the student's circumstances. Applications will be considered on a case-by-case basis.

### Suspension of candidature after census date:

#### HECS, HECS-HELP, FEE-HELP, and Local Fee Paying students

- If a student applies for suspension of candidature after the census date (31 March for Semester 1; 31 August for Semester 2), they will incur Higher Education Contribution or course fees liability for the semester.
- Students are not entitled to any refunds if they have paid HECS or course fees upfront except under special circumstances.
- For University policy regarding academic results due to suspension of candidature after the census date, please refer to the faculty handbook at:  
[http://sydney.edu.au/health\\_sciences/current\\_students/admin/examination\\_assessments.shtml#\\_Common\\_result\\_grades](http://sydney.edu.au/health_sciences/current_students/admin/examination_assessments.shtml#_Common_result_grades)

#### International students

- Where a student, after enrolment, but *before commencement of the teaching period*, gives written notification about their inability to undertake the course, the tuition fees paid for the semester are refundable less an administrative fee of 10%; *after the commencement of the teaching period but before the census date*, only 50% of the fees for that semester are refundable; *after the census date* (31 March for Semester 1; 31 August for Semester 2), they are not eligible for a refund. For information about refunds, please refer to International student refund policy at:  
[http://sydney.edu.au/future\\_students/international\\_undergraduate/costs\\_scholarships/fees/refund\\_policy.shtml](http://sydney.edu.au/future_students/international_undergraduate/costs_scholarships/fees/refund_policy.shtml)
- For University policy regarding academic results due to suspension of candidature after the census date, please refer to the faculty handbook at:  
[http://sydney.edu.au/health\\_sciences/current\\_students/admin/examination\\_assessments.shtml#\\_Common\\_result\\_grades](http://sydney.edu.au/health_sciences/current_students/admin/examination_assessments.shtml#_Common_result_grades)
- If the application for suspension of candidature is approved, the Department of Immigration and Citizenship (DIAC) will be notified of the approval. The eCOE will be cancelled and therefore students will be required to contact DIAC about the validity of their student visa during the period of suspension.

### Recommencement of Candidature

When the Suspension of Candidature is approved, students are sent a letter that specifies the date by when they must recommence their candidature. At the end of the suspension period, the Recommencement of Candidature form must be downloaded at: [http://sydney.edu.au/health\\_sciences/forms/FHS-SC\\_recommencement\\_candidature.pdf](http://sydney.edu.au/health_sciences/forms/FHS-SC_recommencement_candidature.pdf) and submitted to Student Central, Cumberland Campus, by the specified date. You will be notified of the enrolment procedure when the recommencement is approved.

Failure to submit the Recommencement form by the specified date will be deemed as 'studies abandoned'. Students wishing to resume studies at a later date must re-apply for the course and go through the University's application selection process applicable at that time.

**Note:** If Recommencement of Candidature is approved, students will be able to re-enrol in all uncompleted required units, or their nearest equivalent.

