

GradCertIA Application for Leave of Absence Form

This form is to be completed by candidates that need to take a break from their study for up to one year (two semesters). Time taken as a leave of absence puts candidature on hold and therefore does not count toward the five years available for candidates to complete the Graduate Certificate in Internal Auditing (GradCertIA).

Eligibility

In order to be approved for a leave of absence, you must have:

- (a) applied prior to the start of the semester (deferral and withdrawal applies after this time);
- (b) not previously taken an approved leave of absence; and
- (c) read and understood the [P5 Candidate Progression, Exclusion and Graduation policy](#)

What will happen next?

You will receive a new program expiry date with the leave of absence period applied once your application has been approved.

Candidates will not have access to study materials during a leave of absence period.

Only IIA members will retain access to technical resources from IIA-Australia and IIA Global during the leave of absence period.

Communication

The email account and postal address you provide on this form will be used for correspondence related to your leave of absence.

Further assistance

For enquiries, please contact the education team: education@iia.org.au or phone +61 2 9267 9155.

Mail to be sent to: The Registrar, IIA Australia, PO Box A2311 Sydney South NSW 1235.

Connect › Support › Advance

Level 7, 133 Castlereagh Street, Sydney NSW 2000 | PO Box A2311, Sydney South NSW 1235

T +61 2 9267 9155 F +61 2 9264 9240 E enquiry@iia.org.au www.iia.org.au

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Leave of Absence Form

Section A – Personal details	
Student ID:	
Title (e.g. Dr/Mr/Mrs/Ms/Miss):	
First Name:	
Family Name:	
Home Address:	
Mobile number:	
Preferred email:	

Section B - Module Details	
Last module completed:	
Leave of absence period requested	(dd/mm/yyyy) To (dd/mm/yyyy)
Have you previously been granted leave of absence from the GradCertIA?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Reason(s) for applying to take leave of absence (please attached an additional sheet if space is insufficient.)

Section C – Candidate declaration

I understand the following in applying for leave of absence:

1. My GradCertIA candidature will be paused for the duration of the applied leave of absence and I will receive a new program expiry date.
2. After my leave of absence period ends, I am responsible for enrolling in the next semester by the relevant enrolment deadline.
3. I will not have access to study materials during my leave of absence period.
4. I will not have access to technical resources from IIA Australia and IIA Global (non-members only).
5. Where fees have been paid, they will be held in credit for 12 months, less a \$100 administration fee.

Statement of Declaration:			
I _____ declare that I have read and understood the Candidate Progression, Exclusion and Graduation Policy and the above information is true and accurate.			
Candidate signature:		Date:	

Return completed form to:
Registrar The Institute of Internal Auditors – Australia PO Box A2311, Sydney South NSW 1235 Email: education@iia.org.au

Office Use Only			
Leave of absence is granted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved By: _____
Program expiry date has been updated & communicated to student	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Completed By: _____
Candidate access to study materials disabled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Completed By: _____
Non-member access to IIA technical resources disabled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Completed By: _____