

How to complete this form: Please complete this form (in English) using BLOCK LETTERS. Tick where applicable.

To help the University ensure your safety and wellbeing, this form must be signed by your parent or legal custodian and lodged at least 14 days before your temporary leave, if you:

- Are under 18 years of age whilst studying at Adelaide University; and
- Have received a CAAW letter (Confirmation of Appropriate Accommodation and Welfare) and
- Are requesting temporary leave from your approved accommodation including:
 - Visiting your home country to see family, or
 - Staying with your parent(s) or legal custodian(s) in a hotel or similar accommodation in Adelaide, elsewhere in Australia, or in a third country

Temporary leave will not be approved for any other reason.

Note: Students under 18 are not permitted to leave their approved accommodation overnight during their first two months in Adelaide. The University considers this initial period as critical for the successful transition of under-18 students into university life. Accordingly, all commencing U18 students must reside in University-approved accommodation and comply with the curfew policy and related procedures. Temporary leave requests will not be approved during these first two months, even if parents are in Adelaide.

Important: If you miss curfew at Scape without permission, your CAAW may be cancelled. This could lead to the cancellation of your student visa.

Important: All travel must be undertaken during official semester breaks/holiday periods as per the university's **academic calendar**. Travel during scheduled study periods and exam periods is not permitted except for approved compassionate or compelling circumstances. If a student is required to sit a deferred exam during their approved travel dates, it is their responsibility to return to Adelaide in time for the deferred examination period.

Section 1: Student Details

Student ID:

First name(s):

Family name:

Date of birth:

Preferred email address:

Section 2: Parent/Legal Custodian Details

First name(s):

Family name:

Preferred email address:

Section 3: Travel Documentation

Please tick the appropriate box AND attach the required documents:

☐ I am seeking approval to visit my home country to see my family. I have attached a copy of my airline tickets and itinerary

☐ I am seeking approval to stay with my parent(s) or legal guardian(s) in a hotel or similar accommodation in Adelaide, elsewhere in Australia, or in a third country and I have attached a copy of their airline tickets, travel documents (e.g. visa), itinerary and hotel reservation. **All documentation must be accompanied by official NAATI translations.**

Date of departure:

Date of return:

Section 4: Student and Parent Declaration:

☐ We declare that the information provided above is true and correct. We agree to notify Adelaide University within 24 hours if our plans change, and understand that this may result in the University withdrawing temporary leave approval

Student Signature:

Date:

Parent/legal custodian signature:

Date:

(As listed on your Welfare Arrangements – students Under the Age of 18 form)

LODGING YOUR APPLICATION

Please send the completed temporary leave application form and any required supporting documents via email to your ISA Carer at least 14 days before your intended travel date for approval.