

For office use only

	Initials	Date
Scholarships Services		

**APPLICATION FOR SIX MONTH EXTENSION OR REC LEAVE
(SCHOLARSHIP STUDENTS)**
☐

Database

☐

Student Two

☐

Variations

Please refer to the additional notes and instructions on the bottom of this form:

STUDENT DETAILS

Student ID: ⁽¹⁾	_____	Current address:	_____		
			Number and street (or PO Box number)		
Surname:	_____		_____		
			Suburb or town	State or Country	Postcode
Given Names:	_____		_____		
E-mail:	_____	Tel Ext:	_____		

LEAVE DETAILS

<i>Tick box for type of leave</i>	<i>Insert leave in working days</i>	<i>State first and last working day of leave</i>
Recreation Leave ⁽²⁾	_____ Days	_____ to _____
<i>Please ensure your supervisor is aware of all recreation leave periods</i>		
6 Month Extension ⁽³⁾	Please provide a statement that explains the study related circumstances, encountered beyond your control, that have caused you to require an extension, also provide a brief time-line to completion. Use space provided or add separate document.	

Signature of Applicant: _____ Date: _____

SUPERVISOR RECOMMENDATION

I confirm that the student is making satisfactory progress and the above application for a 6 month extension. ☐ Yes ☐ No

Signature of Supervisor: _____ Date: _____

OFFICE RECOMMENDATION / SCHOLARSHIPS COMMITTEE APPROVAL

☐ Recommended ☐ Not Recommended Signature SFSO: _____ Date: _____

☐ Approved ☐ Not Approved

Signature of Chair: _____ Date: _____

NOTES AND INSTRUCTIONS

Please complete all relevant details, sign and date the form then **ask your supervisor to sign and date the form**. You should then email this form to askflinders@flinders.edu.au for processing. Your application for leave or six month extension will be processed soon after receipt by the Student Finance and Scholarship Services Office. Once a decision has been made regarding your request, you will be advised of the outcome by email (except for Recreation Leave where confirmation is not issued).

1. Student ID

This number must be entered in order that information is correctly recorded against your student record.

2. Recreation Leave

Scholarship holders are entitled to 20 days paid recreation leave each year of scholarship tenure, in addition to all public holidays. Scholarship holders studying full-time are entitled to one and two-thirds working days of paid leave for each completed month of scholarship tenure, pro-rata for part-time study. Recreation leave may be accrued from year to year, but must be taken within the tenure of the award. For further details refer to the Scholarship *Conditions of Award*.

3. 6 Month Extension

AGRTPS and FURS award holders who are enrolled as PhD candidates may be approved by the Scholarships Committee a 6 month extension provided the student is making satisfactory progress and the grounds for the extension relate to study and are beyond the control of the student. Research Masters students are not eligible for an extension. Under exceptional circumstances, AGRTPS (international), and FIPRS holders may be eligible to apply for a second 6 month extension of their scholarship tenure. *Other award holders should refer to their Scholarship Conditions of Award for extension entitlements.*