Background
This policy applies to students who participate in the US Federal Student Aid (Direct Loans) Program.

The University’s Enrolment Policy and Graduate Research Candidature Policy set out the requirements regarding enrolments, study load and leave of absence for students enrolled at the University.

This policy should be read in conjunction with these policies, as all apply to students receiving funds through the US Federal Student Aid (Direct Loans) Program.

Enrolment requirements
You must:
- maintain enrolled in a degree course at the University of Melbourne (i.e. Bachelors, Masters by Coursework or Research program, Master of Philosophy or Doctor of Philosophy (PhD) course)
- maintain an study load of at least 0.250 Equivalent Full-Time Study Load (EFTSL) in each half year study period
- not enrol in a course or subject delivered via distance, online or off campus learning

If you fail to meet one or more enrolment requirements, the University must notify the Department of Education that you are no longer eligible for a loan.

Leave of Absence
You must submit a USFAS - Leave of Absence (LOA) request form to the Financial Aid Officer prior to commencing your Leave of Absence. The request must include the reason for the leave and the dates that the Leave of Absence commences and ends.

The University must notify the Department of Education that you have withdrawn your enrolment on start date of your leave, in the following circumstances:
- you take leave of absence for more than 180 calendar days within a 12-month period, or
- you do not submit a USFAS - Leave of Absence form, prior to commencement of your leave