

College Name:

Department: VET or ELT

Leave of Absence (Course Suspension) Request

Please read the section on Leave of Absence in the Student Handbook before applying for your leave.

Please also read the student declaration and sign it before filling out the following section of the form.

Student declaration:

I _____ (full name) have read and understand the leave of absence information in the student handbook and I have the supporting evidences required to apply for my leave. I declare that the information I supplied is truthful and correct in every detail. I understand the Immigration Office may enquire about my leave of absence at any time. I understand that all college fees are fully paid for the time of suspension as well as any assessment tools that are required to be completed on my return will be caught up during college scheduled breaks. I understand my enrolment may be cancelled in my failure to return on stated date. In the event of my application is not approved I understand that if I leave without approval by the college this can affect my student visa on my return to Australia. I understand if I do not provide any supporting evidence for my leave, my request will not be processed.

Please Note: a) You agree to complete any payment instalment fees due prior to the leave of absence request date.

b) If you are not happy with the outcome of your request please proceed with the complaint and appeal process within 3 days of the outcome.

Student Signature:

SIGN HERE

Date Requested:

/ /

Please print in BLOCK LETTERS and fill out all sections

Student Number:

Family Name:

First Name:

Mobile:

Email:

Address:

Visa type: Student Working Holiday Visa Other

Note: Non-student visa holder's leave approval is subject to class and subject availability

Reason for leave:

- Death in the family
- Family member has serious or severe illness
- Involved in legal or court action
- Victim of a serious crime
- Suffering from serious or severe illness
- Had a bad accident
- Pregnant
- Other

Supporting/Required Evidence:

- Death Certificate
- Overseas Doctor Certificate
- Police or Court Record
- Police Report
- Australian Doctor Certificate

Student's Comments: _____

Date of Leave (must be a MONDAY): / /

Date of Return (must be a MONDAY): / /

Supporting Evidence:

- Plane ticket Receipt from Account Other

Student Signature:

SIGN HERE

Date Requested:

/ /

Office Use Only

Student Services Officer

- Document Attached
- Updated Registry

Signature: _____

Date Completed: / /

Student Services Officer

School Fees

- Email sent to Accounts Department
- Responded Email attached to the Leave of Absence

Signature: _____

Date Completed: / /

Academic Manager

- Approved Not Approved

Comment: _____

Signature: _____

Date Completed: / /

Refer to (Optional) Counsellor**Counsellor**

Comment: _____

Contact Student via:

- Email
- Telephone

Update Request on the Database & PRISMS

- Outcome letter
- Add journal entry on Database
- Update Registry
- Record leave on the Database (if approved)
- Add variation on PRISMS
- Email Academic Manager
- Add resumption on PRISMS
- File form, supporting evidence, outcome letter and SCV in student file

Signature: _____

Date Completed: / /