Leave of Absence Request Form

Please note: This request may not be approved where fees are overdue. This application must be supported by additional documents as evidence that can be verified.

STUDENT INFORMATION

Student Number: _____ Title (Mr., Mrs., Ms.): _____

First Name: _____ Last Name: _____

Gender: Male   Female   Date of birth (dd/mm/yy): _____ / _____ / _____

Telephone number: _____ Mobile Number: _____

Email Address: _____

Residential address in Australia: _____

Student Status: Enrolled but not commenced   Current   Suspended

CURRENT COURSE DETAILS

Course Code and Title: _____

Course start date: _____ Course end date: _____

LEAVE REQUEST DETAILS

LEAVE   Leave Start Date: Leave End Date:

Please tick the most appropriate box that gives the reason for your action and provide the relevant supporting documentation.
All supporting document must be in English or be translated into English and certified.

Reason	Supporting/Required Evidence
Death in family	Death certificate
Family member has serious or severe illness	Medical certificate
Involved in legal or court action	Police or Court Record
Victim of a serious crime	Police Report
Returning to home country	One way airline ticket

Other please specify:

I understand that there may be additional fees associated with my leave of absence request, as outlined in the Student Handbook, and that I will be advised of all applicable fees prior to proceeding with my request.

Student Signature: _____   **Date:** _____ / _____ / _____

TRAINERS TO COMPLETE

- Attendance is more than 90%?   YES   NO

If not, how is the attendance of the student?

- Course progress is more than 50%?   YES   NO

Are there any make-up classes schedlued for the unit/s that will be missed?   YES   NO. If YES, when?

Comments

Signature: Date:

ACCOUNTS TO COMPLETE

Total Fees Paid: YES   NO

If No , Total Fees Owning:

Accounts Officer Signature: Date:

STUDENT SUPPORT TO COMPLETE

Approved   Not Approved, please provide reason below:

Comments:

Completed units entered into relevant data base: YES   NO

Student Support Officer Name:

Signature: Date:

ADMINISTRATION TO COMPLETE

Notification sent to student	Death certificate
CoE amended (International students only)	Medical certificate
Saved into student folder	Police or Court Record
Filed	Airline ticket(s)

Administration Staff Name:

Signature: Date: