

Leave of Absence (Course Suspension) Request

Please also read the student declaration and sign it before filling out the following below sections of the form

Student declaration:

I _____ (full name) have read and understand the leave of absence policy 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 Department of Home Affairs (DHA) makes the final decision on whether to approve the suspension of studies. 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 the 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 the country. I understand if I do not provide any supporting evidence for my leave, my request will not be processed.

Student Signature:

Date Requested:

OFFICE USE ONLY

Student Support Officer

- Document Attached
 Updated Registry

Signature: _____

Date Completed: / /

Student Support Officer

College Fees

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

Signature: _____

Date Completed: / /

Academic Manager

- Approved Not Approved

Comment: _____

Contact Student via:

- Email
 Telephone
 Trainer
 Letter Attached
 Add notes on SMS

Signature: _____

Date Completed: / /

Refer to (Optional) Principal Executive Officer Counsellor

Counsellor

Comment: _____

Academic Manager

- Approved Not Approved

Comment: _____

Student Services Checklist

- Update VET Track
 Add variation on PRISMS (only if applicable)
 Suspension of CoE (only if applicable)
 Email AM and SSO
 File form in student file

Signature: _____

Date Completed: / /