

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:
<i>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.</i>		
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: ____ / ____ / ____

OFFICE USE ONLY**TRAINERS TO COMPLETE**

Please put all details of the student's attendance and course progress. (Eg. student has attendance of more than 90% and more than 50% of units have been completed.)

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: