

## Leave of Absence Form

### Student Information

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Trainer: \_\_\_\_\_

Mobile phone  
(AU): \_\_\_\_\_

Email Address: \_\_\_\_\_

Visa Type: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Instructions

This form is for students applying for a leave of absence in compliance with the National Code Part D Standard 13.2.

**Note: Deferring or suspending studies may affect your Visa**

Please complete and submit this form along with documentary evidence supporting your request. Supporting evidence includes documentation such as

- Medical certificates;
- Flight itinerary; or
- Affidavit
- Court Order
- Written directive(s) issued by governmental body(ies)

***Please Make sure you have paid up all your tuition fee before you submit the form.***

If you are an Australian citizen, New Zealand citizen or been granted permanent residency please tick this box

☐

I request leave of absence (Intermission) from my studies in the above course from

\_\_\_\_\_ until I return on \_\_\_\_\_

**Please indicate your reason(s) for Absence and attach documentary evidence.**

### Declaration

I declare that to the best of my knowledge, the information supplied by me is true, correct and complete in every respect.

I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in penalties as defined by the student support team and authorized officer.

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*Student Signature*

*Date*

### For Official Use Only

Terms of Absence

Head of School: .....

Signature.....

Date.....