



Leave of Absence 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 from _____ (DD/MM/YY) to _____ (DD/MM/YY). 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: 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:

Date Requested:

Please print or write in BLOCK LETTERS and fill out all sections