



APPLICATION FOR LEAVE/DEFERRAL

This application is to be completed if you expect to miss the start of any study period, if you are an International student under 18 years of age and you will be travelling overseas during regular study breaks or you will be absent from class more than 5 consecutive days.

Please refer to the [Students's HANDBOOK](#)

SECTION 1: PERSONAL INFORMATION

First Name	Last Name	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course	Campus	
<input type="text"/>	<input type="text"/>	

SECTION 2: LEAVE REQUEST

Start Date	<input type="text"/>	Return Date	<input type="text"/>
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Reason for Leave:

- Death in the family
- Family member has serious illness.
- Involved in legal or court action.
- Victim of a serious crime or abuse
- Had a bad accident
- Pregnant
- Other: _____

**** Start and Return Date must be a MONDAY

SECTION 3: SUPPORTING DOCUMENTS

Please attach all relevant documents and evidence of course completion (see bottom of page for guidelines).

<input type="checkbox"/> Medical Certificate (Local& Offshore)	<input type="checkbox"/> Death Certificate
<input type="checkbox"/> Police/Court Document	
<input type="checkbox"/> Other (specify and provide documentation)	<input type="text"/>

SECTION 4: OFFICE SIGN OFF (office use only)

Student Admin Officer:

- Document Attached uploaded on RTO Manager
- Updated Registry and RTO Manager
- Email sent to Accounts Department on Leave
- Accounts Responded Email attached to the leave of Absence

Signature _____ Date _____

* All photocopied documents attached must be certified true copies of original

** Scanned documents must be in color and very clear and legible.

*** Complete submission done online will be processed accordingly but will only be finalised when original documents have been presented on-site.



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SECTION 5: National Academic Manager (office use only)

National Academic Manager

- Approved
- Not Approved

Comments: _____

Refer to Counsellor: _____

SECTION 6: POST APPROVAL (office use only)

Student Admin Officer to Inform Student via

- Email
- Telephone

Update Request on RTO Manager and PRISMS

- Outcome letter
- Add journal entry
- Update Registry
- Add Variation on PRISMS
- Email Accounts and Academic Manager
- File all forms and supporting evidence in student file including outcome letter
- Add resumption on PRISMS when student returns

SECTION 5: DECLARATION

- I have read and understood the leave/deferral policy and the **Student handbook**
- I understand that the immigration office may enquire about my leave of absence at any time.
- I declare that the information and evidence I have provided for this form is true and correct to the best of my knowledge.
- I understand that all my college fees are to be 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.
- I understand my enrolment may be cancelled on my failure to return on the stated date.
- I understand that I need to inform the college on the day I return from overseas (PRISMS data is updated on the date notified)
- In the event that my application is not approved I understand that if I leave without approval of 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.

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Please Note:

- a) You agree to complete any instalment payments (Tuition fees) due prior to the leave of absence request date.
- b) 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

FOR STUDENTS UNDER 18 YEARS OF AGE:

Parent/Guardian Signature

Parent/Guardian Name

SECTION 6: RECEIVING AND APPROVAL

Received by:

Signature:

Date

Approved by:

Signature:

Date

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