



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 understood 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 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:

SIGN HERE

Date Requested:

/ /

Office Use Only

Student Services Officer

- Document Attached
- Updated Registry

Signature: _____

Date Completed: / /

Student Services Officer/Academic Student Services

College Fees

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

Signature: _____

Date Completed: / /

Director of Studies

- 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: _____

Student Services Checklist

- Update Registry
- Tick LoA box in SMS
- Add variation on PRISMS
- Add notes on SMS
- Email DOS and SSO
- Un-tick LOA box in SMS
- Add resumption on PRISMS
- File form in student file

Signature: _____

Date Completed: / /