



## 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  
 Update Register

Signature: \_\_\_\_\_

Date Completed:   /   /    **Student Services Officer/Academic Student Services**

## College Fees

- Email sent to Accounts Department for verification

Signature: \_\_\_\_\_ Date Completed:   /   /   **Director of Studies**

- Approved                       Not Approved

Comment: \_\_\_\_\_

## Contact Student via:

- Email  
 Telephone  
 Trainer  
 Letter Attached  
 Add notes in SMS

Signature: \_\_\_\_\_

Date Completed:   /   /   

Refer to (Optional)

 Principal Executive Officer Counsellor**Counsellor**

Comment: \_\_\_\_\_

**Student Services Checklist**

- Update Register  
 Tick LOA box in SMS  
 Add variation on PRISMS  
 Add notes in SMS  
 File form in student file

Signature: \_\_\_\_\_

Date Completed:   /   /