



## 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 “Deferring, suspending or cancelling the overseas student’s enrolment” policy in the student handbook and I have the supporting evidence required to apply for my leave. I declare that the information I supply 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 that are required to be completed on my return will be caught up during college scheduled breaks. I understand my enrolment may be cancelled if I fail 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 that 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

College Fees

- ☐ Email sent to Accounts Department for verification

Signature: \_\_\_\_\_ Date Completed:   /   /

### CEO/PEO or their delegate

- ☐ 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 Officer Checklist

- ☐ Update Register  
☐ Tick LOA box in SMS  
☐ Add variation on PRISMS (done by PEO or Academic Manager)  
☐ Add notes in SMS  
☐ File this form and all evidence in student admin file

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

Date Completed:   /   /