

## Leave of absence application form

|   |   |
|---|---|
| <b>Relevant Standards</b><br>SRTO 2015: 1.7, 5.2<br>The National Code 2018: Standard 2.1.8, 9 | <b>Linked Documents</b><br>Deferral, Suspension, and Cancellation of Enrolment Policy Student Code of Conduct<br>Academic and General Misconduct Policy Students<br>Complaints and Appeals Policy Withdrawal from Course Form |
|---|---|

### Student Details

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Name</b>          |  | <b>Student ID</b> |  |
| <b>Contact Phone</b> |  |                   |  |
| <b>Course/Group</b>  |  |                   |  |

**NOTE:** Your requested leave of absence **MAY NOT EXCEED TWO CALENDAR WEEKS** in a designated study period. If compassionate or compelling circumstances require you to take a longer leave, you must submit a **Deferral and Allowable Suspension of Studies** form.

|  |  |                             |  |
|--|--|-----------------------------|--|
| <b>Leave Required/Period</b>   | From _____<br>To _____   | <b>Total Number of Days</b> |  |
| <b>Reason(s) for taking Leave</b> <i>(Please provide as much details as possible)</i><br><br><b>Note:</b> Attach any supporting documents with this form as applicable |  |                             |  |
| <b>Student Declaration and Signature</b>   | <i>All the information I have provided in this form is true and accurate. I also understand that this leave of absence may impact upon my course progress.</i> |                             |  |
|  | Signed: _____  | Date: _____                 |  |

### ADMIN use only

|                         |  |                     |
|-------------------------|--|---------------------|
| <b>Received by</b>      |  | Date: _____         |
| <b>Decision</b>         | <input type="checkbox"/> Leave Granted   | From _____ to _____ |
|                         | <input type="checkbox"/> Leave Not Granted   | Reason: _____       |
| <b>Signature</b>        |  | Date: _____         |
| <b>Follow-up Action</b> | If granted, forward the signed form to Student Admissions Officer for update of student record. If declined, advise the student of the outcome in writing. |                     |