



Application for Course Deferment

PERSONAL DETAILS

| | |
|--------------------------------|-------------------------|
| COURSE NAME _____ | COURSE CODE _____ |
| BATCH NUMBER _____ | STUDENT ID NUMBER _____ |
| FAMILY NAME _____ | |
| GIVEN NAMES _____ | |
| DATE OF BIRTH (DD/MM/YY) _____ | |
| ADDRESS _____ | |
| PHONE NUMBER _____ | |
| MOBILE NUMBER _____ | |

LEAVE OF ABSENCE POLICY FOR INTERNATIONAL STUDENTS

International students can only take Leave of Absence (LOA) in exceptional circumstances defined by the Australian Government as either illness or circumstances beyond the student's control such as bereavement, e.g. death of a family member. The Department of Immigration and Citizenship (DIAC) policy requires that students who have been granted LOA should depart Australia within 28 days from the date that leave has been granted, except in extraordinary circumstances.

Please list the program(s) from which you wish to take Leave of Absence

| | |
|-------------------|-------------------|
| COURSE NAME _____ | COURSE CODE _____ |
| _____ | _____ |
| _____ | _____ |

If you are enrolled in more than one level of a program (e.g. Cert IV, Dip and Advanced Dip for the same discipline) do you wish to take Leave of Absence from all levels?

YES

NO

Have you previously been granted Leave of Absence from this program?

YES

NO

Leave of Absence is effective from _____ TO _____.

My reason for taking Leave of Absence is: (PLEASE PRINT CLEARLY)

PLEASE NOTE: Attach evidence of your reasons for taking Leave of Absence e.g. medical certificates

STUDENT DECLARATION

I understand the following:

1. Leave of Absence shall be granted at the discretion of the Manager Operations, or Nominee.
2. Upon the expiration of my Leave of Absence, my place in the program will be discontinued if I fail to re-enrol or attend as directed.

Signature _____

Date _____

OFFICE USE ONLY

Leave of Absence is not granted

Leave of Absence is granted

Signature Authorising Officer _____

Date _____