

Leave of Absence Form

About this Form

This form is to be used when making an application to suspend your enrolment into a course with us. You may suspend your studies for up to 12 months. You must provide evidence of compassionate or compelling circumstances in order to suspend your studies.

For further information regarding compassionate and compelling circumstances, please refer to Internal Student Handbook available on our website.

Student Details

Given Name/s		Surname	
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality		Student Number	
Address (including street number and name, suburb or town, postcode and country)		Postal Address (if different)	
Phone Number			
Email			

Reasons for Suspension

Please briefly describe the reason you have decided to suspend your studies:

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Please specify the dates you would like to suspend your studies from and to (up to a maximum of 12 months):

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Student Declaration

Information provided in this application is correct and complete to the best of my knowledge.

Name	
Signature	
Date	

Office Use Only		
Application Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Outcome Details and Reason/s		
Recorded in SMS		
Saved in Student Folder		
Signature of Assessing Officer		
Name of Assessing Officer		
Position		
Date		