

MFS06B: Application for Leave of Absence Form – International Student (more than 2 weeks)

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per Institute's *MITP08 Deferral, Suspension and Cancellation Policy and Procedure*.

Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application so you should contact DHA on 131881 to discuss.

Student Name:

Student ID:

Date of Application: / /

Course:

Leave of absence start date: / /

Leave of absence end date: / /

I wish to apply for a leave of absence from the course I am enrolled in with the Institute. I wish to have this absence for the following for the following reason:

I have discussed the reasons for the leave of absence with the Student Services Coordinator Yes No

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Residential Address:

Suburb & Country:

Postcode:

Tel (Home):

Tel (Work):

Mobile:

Email:

Disclaimer:

1. Student applies for leave of absence and missed classes.
2. The Leave of Absence is approved or rejected.
3. Then Special Term Break classes are arranged in the term breaks to allocate in the units that the student has missed in the same COE period.
4. Student is informed of the Special Class and dates of classes.
5. Student attends the Special Classes.
6. If the student has outstanding fees, leave of absence will be not be approved. If the student doesn't attend the Special Term Break Classes, then student will have to pay a re-arrangement fee of \$1500 for this class to be arranged again in another special class. We will not accept another Leave of Absence application for "special" term break classes. If the student is unable to attend the "special" classes arranged, then they would require the enrolments extended and deferred accordingly. This may incur additional costs for the students for extensions of visa required.

Student Signature:

Please return this form to our office at the details below. Please attach all documentary evidence to support and verify your request for leave of absence with this form. We will advise you of the outcome of your application.

Office Use Only

Step 1. Approved / Rejected – if rejected, reasons outline: _____

Officer Name/Signature:

Date:

Step 2. Inform student of outcome. Done? (tick)

Date:

Step 3. Record Suspension period on WiseNet (Attendance, Unit Result comment, scan to logbook). Done? (tick)