MFS13: Application for Leave of absence Form (Less than 2 weeks)

Use this form to submit documents for compassionate or compelling circumstances and other submissions.

Student Name:	
Student ID Number:	
Course Enrolled:	
Class Number:	
Leave of absence start date:	
Leave of absence end date:	

Nature of documents submitted:

1. Serious illness or injury (i.e. Medical Certificate)	
2. A Statutory Declaration / Statement in support of class absence(s)	
3. Bereavement of immediate family members (Certificate required)	
4. Flight itinerary and reason for travel (compassionate and compelling)	
5. Other documentation [Please specify _____]	

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 not be approved. If the student doesn't attend the Special Term Break Classes, then the 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.

Signature		Date	

This form should be used only along with supporting documents (such as a Medical Certificate)

Please note that Medical certificates submitted later than <u>2 weeks</u> will NOT be accepted

OFFICE USE ONLY					
Received By:		Date Received:			
The medical Certificate was handed in within two weeks		Yes		No	
Documents Recorded in WiseNet/Attendance:		Date Recorded:			
Recorded By:		Signature:			