







LEAVE OF ABSENCE APPLICATION FORM

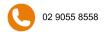
Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections

STUDENT DETAILS										
Family Name:			ST ID No:							
Given Name(s):			Date of birth:							
Postal Address:			Post Code:							
Preferred Email:			Mobile No:							
Currently Enrolled Co	urse (please tick √):									
☐ General English☐ IELTS Preparation☐ EAP										
DETAILS OF REQUESTED ABSENCE										
Start Date:		End Date:								
Recommencement date:										
Reason for absence (please tick √):									
☐ Death in the family (Death Certificate) ☐ Family member has serious or severe illness (Overseas Doctor Certificate) ☐ Medical reason (attach Certificate)		☐ Involved in legal or court action ☐ Victim of serious Crime (Police report) ☐ Pregnant (Australian Doctor Certificate) ☐ Other reason:								
Details:	ument provided?	□Ye	s □ No							









DECLARATION									
[I] (full name) declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld, I accept that this may cause rejection of my request and/or further consequences.									
Students Signature: _			Date:						
CONDITIONS									
 Students must have compassionate and compelling reasons supported by relevant evidence. Requests requiring longer periods of absence must be submitted as suspension request. All cases will be assessed individually. If their leave of absence is approved, students' attendance during leave period will not be included in the calculation of attendance for study period affected. If a leave of absence is granted, the students' payment schedule remains unchanged. 									
OFFICE USE ONLY									
Date Request Received:		Approval Granted: RTOM Updated:		☐ Yes ☐ Yes	□ No □ No				
Comments/Strategies:									
Name:									
Position:		D	ate:						
Signature:									