

Application for Leave of Absence Form

This form is to be completed by overseas students who are requesting a temporary suspension of their studies, also known as a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per East Coast College Pty Ltd *Deferral, Suspension, and Cancellation Policy*. Students are required to provide documentary evidence of such circumstances. More information can be found in your *Student Handbook*.

Please be aware that there may be implications for your student visa. You should refer to the Department of Home Affairs' website (<http://www.homeaffairs.gov.au/>) or Helpline (131 881) for information on what impact the potential change to your enrolment status may have upon your visa.

Student's details

Student Name: _____ Student ID/USI: _____

Date of Application: ____/____/____ Course: _____

I am requesting a leave of absence from the course I am enrolled in at East Coast College Pty Ltd for the period:

____/____/____ (start date) to ____/____/____ (end date).

(Note: Requested start date must be at least 10 working days from the date of submission of this application; however, leave of absence may be granted retrospectively where the student was unable to contact the organisation to inform them for reasons beyond the student's control, (e.g., they were involved in a car accident.)

I am requesting this leave of absence for the following reason/s:

I have discussed the reasons for the leave of absence with the PEO. ☐ Yes ☐ No

Have your contact details changed since you last advised us of them? ☐ Yes ☐ No

If yes, please provide below.

Residential address: _____

Phone: _____ Mobile: _____

Email: _____

Student's signature

Signed: _____

Printed Name: _____ Date: ____/____/____

Please submit this completed form to East Coast College Pty Ltd in one of the following ways:

1. *In person:* East Coast College Pty Ltd
Level 2, 191 Thomas St
Haymarket, NSW 2000 Australia
2. *By postal mail:* East Coast College Pty Ltd
Level 2, 191 Thomas St
Haymarket, NSW 2000 Australia
3. *By e-mail:* info@eccollege.nsw.edu.au

East Coast College Pty Ltd will advise you of the outcome of your application within 10 working days of receipt of your completed application. If your deferral is approved, further information about the status of your Confirmation of Enrolment and student visa will be sent to you.