

Leave of Absence Application Form

Relevant Standards SRTO 2015: 1.7, 5.2 The National Code 2018: Standard 2.1.8, 9	Linked Documents Deferral, Suspension, and Cancellation of Enrolment Policy Student Code of Conduct Academic and General Misconduct Policy Students Complaints and Appeals Policy Withdrawal from Course Form
---	---

Student Details

Name		Student ID	
Contact Phone	#	E-mail	
Course/Group			

NOTE: Your requested leave of absence **MAY NOT EXCEED TWO CALENDAR WEEKS** in a designated study period. If compassionate or compelling circumstances require you to take a longer leave, you must submit a **Deferral and Allowable Suspension of Studies** form.

Leave Required/Period	From		Total Number of Days
	To		
Reason(s) for taking Leave <i>(Please provide as much details as possible)</i> Note: Attach any supporting documents with this form as applicable			
Student Declaration and Signature	<i>All the information I have provided in this form is true and accurate. I also understand that this leave of absence may impact upon my course progress.</i>		
	Signed:		Date:

ADMIN use only

Received by		Date:
Decision	<input type="checkbox"/> Leave Granted	From to
	<input type="checkbox"/> Leave Not Granted	Reason:
Signature		Date:
Follow-up Action	If granted, forward the signed form to Admissions Officer for update of student record. If declined, advise the student of the outcome in writing.	

