

## Leave of Absence Application Form

<b>Relevant Standards</b> SRTO 2015: 1.7, 5.2 The National Code 2018: Standard 2.1.8, 9	<b>Linked Documents</b> 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
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### Student Details

<b>Name</b>		<b>Student ID</b>	
<b>Contact Phone</b>			
<b>Course/Group</b>			

**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.

<b>Leave Required/Period</b>	From _____ To _____	<b>Total Number of Days</b>	
<b>Reason(s) for taking Leave</b> <i>(Please provide as much details as possible)</i>  <b>Note:</b> Attach any supporting documents with this form as applicable			
<b>Student Declaration and Signature</b>	<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

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

