



STUDENT LEAVE FORM

Student Details					
Student Full Name:				Student ID:	
Email address:				Mobile number:	
Address:					
Course name:				End date:	
Agent Name:					
Duration of leave (Short Leave only):					
Start of Leave:		Term:		Week:	
End of Leave:		Term:		Week:	
Will you be travelling overseas during this time?:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Total weeks of leave:	
Reason for temporary leave					
Evidence provided:	<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Flight Tickets <input type="checkbox"/> Other:				
Notes: <ul style="list-style-type: none"> Student Leave is for a short period of time only. Extended leave must be requested using the 'Deferment and Suspension Request Form'. Leave can only be provided under compassionate and compelling grounds. If student fails to meet attendance or course requirements for any Unit of Competency, they will need to pay reassessment fees and attend catch up classes accordingly. Relevant evidence must be provided to complete your application. 					
Student signature				Date:	

*** OFFICE USE ONLY ***			
Outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reason for Refusal:	
Payments:	<input type="checkbox"/> Up-to-date <input type="checkbox"/> Reassessment fees chargeable:		
Documents	<input type="checkbox"/> Up-to-date <input type="checkbox"/> Flight tickets attached <input type="checkbox"/> Supporting evidence attached		
TEAMS:	<input type="checkbox"/> Comments recorded <input type="checkbox"/> Leave Added <input type="checkbox"/> Leave letter sent		
Comments:			
Student Services Signature:			Date outcome provided: