



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?:		☐ Yes ☐ No		Total weeks of leave:	
Reason for temporary leave					
Evidence provided:	☐ Medical Certificate ☐ Flight Tickets ☐ Other:				
Notes: - 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:	☐ Approved ☐ Not Approved	Reason for Refusal:	
Payments:	☐ Up-to-date ☐ Reassessment fees chargeable:		
Documents	☐ Up-to-date ☐ Flight tickets attached ☐ Supporting evidence attached		
TEAMS:	☐ Comments recorded ☐ Leave Added ☐ Leave letter sent		
Comments:			
Student Services Signature:			Date outcome provided: