



SC10.2-I: Application for Leave of Absence Form

International Students

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per SHIC's *Deferral, Suspension and Cancellation Policy and Procedure*. Students are required to provide documentary evidence of such circumstances.

Student Name:

Student ID:

Date of Application:

/ /

Course:

I wish to apply for a leave of absence from the course I am enrolled in with

SHIC. From when do you wish to suspend your studies?

Until when (please note you cannot have more than 12 months of suspension)?

I wish to have this absence for the following for the following reason:

Please detail evidence attached of compassionate/compelling circumstances:

Do you think you will be able to finish your course by your current proposed end date on your COE? Why/why not?

Please note: If your suspension will mean you cannot finish your course by your COE end date a new COE will be created and this your visa may be impacted. Please contact the Department of Home Affairs on 131 881 for advice on this impact.

I have discussed the reasons for the leave of absence with the Course coordinator? Yes No

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Residential Address:

Suburb & Country:

Postcode:

Tel (Home):

Tel (Work):

Mobile:

Email:

Signatures

Student

Signed:

Printed Name:

Date:



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Administration Only

Accounts		
Has the application been approved by the Accounts Department?	Yes	No
Accounts Officer:		
Date of approval:		
Signature:		

Records		
Has the application been approved by the Records Manager?	Yes	No
Admin Manager:		
Date of approval:		
Signature:		

Admin Approval		
Has the application been approved by the Admin Manager?	Yes	No
Admin Manager:		
Date of approval:		
Signature:		

Application administrative tasks processed by:		Date:	
Application outcome updated on Wisenet by:		Date:	

Comments:

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We will advise you of the outcome of your application within 10 working days.