

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

Signature:

Printed Name:

Date:

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

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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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