



## Approved Leave Application Form

Student Details				
Family Name		Given Name		
Date of Birth		Telephone Number		
Course				
Code			Date Submitted	
I wish to apply for leave from	Date		to	
My first day back at College will be	Date		Total days Absent	

Reason for Leave				
Emergency e.g. your sickness, accident				
Compassionate e.g. death or emergency in the family				
For overseas travel	Departure Date		Arrival date	

### ATTENTION STUDENT VISA STUDENTS

1. Approved leave can and will only be granted for personal or immediate family emergency or tragedy e.g. sickness, accident, death. Compassionate and Compelling reasons. Definition: *Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience or the death of a close family* (e.g. illness where a medical certificate states that the student is unable to attend classes)
2. All leave applications must be supported by evidence e.g. hospital report, death certificate - officially translated into English
3. The duration of approved leave will be determined on a case basis
4. If the leave is of a duration that will not allow course completion within the visa period students will be required to apply for a course suspension. This must be reported to DoE via PRISMS. Students may or may not be able to obtain their student visa again.
5. Overseas travel must be supported by a copy of the return ticket
6. Any unapproved leave taken will be reported to DHA via PRISMS

### Attention all students

1. The duration of the leave will not be added to the length of the course and full tuition fees must be paid.
2. Students will have to wait for subjects to be offered again once they resume studies
3. If students are not be able to complete their course of study within their visa period or course duration they will be required to register for the course again.

I declare that the above-mentioned information is correct I understand that this leave may affect my studies.

Student Name

Student Signature



Office Use only		Date
	Evidence Provided	
	Approved by Principal	
	Not approved by Principal	
	Checked by Administration Manager	
	Entered into electronic records by Administration Manager	
	Entered into manual files by Administration Manager	
	Reported to DHA via PRISM by Administration Manager	