



For-009 Student Leave Form special application form

Instructions for Completing this Form

The form must be completed in English. Information should be typed, or, if written, block capitals must be used. Please complete all sections of the form clearly. Missing sections or non-legible content may cause delays in your application. This form is an official document, so please make sure your statements are true and accurate to the best of your knowledge.

Grounds for Leave of Absence

The grounds for a leave of absence for students are: Compassionate or compelling circumstances such as:

- 1. Illness (the student must have a medical certificate that states you are unable to attend classes)
2. Other compassionate or compelling circumstances that, in the opinion of the college, are sufficient grounds for a leave of absence

Fill in all relevant sections and mark the appropriate [] with an 'X'.

[Empty box for student information]

Surname: _____ Date: ____/____/____

First Name: _____ Student ID: _____

Course Name: _____

- Student Request: [] Compassionate circumstances - e.g. death or emergency in the family
[] Compelling circumstances- e.g. your sickness, accident
[] Other- Emergencies – Meeting Sick parents or immediate family members

Reason for Request: _____

Duration of leave: From: ____/____/____ To: ____/____/____

Has any supporting documentation/evidence been provided? [] No [] Yes, (attach documents)

Student signed: _____ Date: ____/____/____

Table with 4 columns: Document Name, Document No, Canberra Valley Institute | RTO Code: 41498 | CRICOS Code: 03937D, Created Date, Last Modified Date, Page Sequence



Approved By:

(Print name)

CEO signed:

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 able to complete their course of study within their visa period or course duration they will be required to register for the course again.

| | Office use only | Date |
|--|------------------------------------|-------------|
| | Evidence Provided | |
| | Approved by CEO | |
| | Not approved by CEO | |
| | Checked by Student Support Officer | |



| | | |
|--|---|--|
| | Entered into electronic records by Student Support officer | |
| | Entered into manual/electronic files by Student Support Officer | |
| | Reported to DHA via PRISM by Administration Manager | |