



Student Leave of Absence Request Form

As stated by Department of Home Affairs, leave of absence is only approved for compassionate and compelling circumstances. (See full explanation below this form). Leave of absence is restricted to a maximum of ONE-week leave within a 6-month period.

Student name			
Student ID		Date (dd/mm/yy)	/ /
Course		Group Number	
Request for leave of absence	From / / to / /		
Reason for requested leave			
Attached evidence <small>(Eg: Air ticket, Genuine medical certificate, Death certificate)</small>			
<p>I understand that:</p> <ul style="list-style-type: none"> • I will be marked absent for the time missed from class. • My lack of attendance may affect my final grade. • Missing class time may cause me to fall behind in my studies and that missing class is not the best course of action for academic success. • I will not be able to use this time missed as a valid reason in an appeal. • It is my responsibility to inform my trainers of my absence. 	<ul style="list-style-type: none"> • My trainers may not be able to adjust assessments to accommodate me. • I will be unable to seek refund for this time away from Institute. • It is my responsibility for catching up on work that I have missed. • It is my responsibility to inform the Department of Home Affairs of my intended absence. • It is my responsibility to inform my education agent of my intended absence. 		
Student signature			

Compelling circumstances are:

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:



- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents;
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- A traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime;
- Where Australian Tertiary Institute was unable to offer a pre-requisite unit;
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

***Weddings are not considered by Immigration to be a compelling or compassionate reason for leave.**

Office Use Only		
Fees OK <input type="checkbox"/>	Course Progress OK <input type="checkbox"/>	
Leave of absence noted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student Support Officer		
Database updated:	Yes <input type="checkbox"/>	No <input type="checkbox"/>