

Application for Student Leave

Student Name			
Student ID Number		Date	

Section 1 Leave Questions

How long is leave sought for: -----
 What is the date of your return to the college: ----/----/-----
 Will you be leaving the state or country: yes or no
 (If you pls. provide evidence of tickets, transport, accommodation)

Section 2: Reason for Application

The reason for this application for leave is due to:

- Compassionate circumstances Compelling circumstances
 Other

Provide a detailed description of the reason chosen above.

Section 3: Supporting Documentation

Student Evidence

Is documentation (e.g. medical certificate) being provided to support the reason stated in section one

- No Yes

If yes, provide details of documentation provided and keep photocopy on the student's file for reference.

Student Right to Appeal

This decision is appealable by the student in the first instance through the Internal Complaints and Appeals system.

This application, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies”.

Student Declaration

I (enter student name) declare that the reason and evidence provided is accurate and true

Signature Date

Other Student Comments in support of application