**LEAVE OF ABSENCE APPLICATION FORM**

**Important information:**

This form is to be used by students who wish to suspend their studies and retain a place in their course for a specified period during which their rights as a continuing student will be maintained. International students considering a Leave of Absence must be aware of the potential impact on their student visa. Please consult the Student Handbook or our policy on [www.nantien.edu.au](http://www.nantien.edu.au) before completing this application form.

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| Student’s Name: |
| Student ID Number: | Email: |
| I wish to apply for Leave of Absence from:

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| **Course Name** | **Start Date** | **End Date** |
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All applicants must complete this section by stating their reason for leave. If applicable, please attach additional documentation or evidence to demonstrate the grounds on which you made this application. In most cases students could only be granted leave of absence for compassionate or compelling circumstances. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Important note:**

Compassionate or compelling circumstances may include but not limited to: serious illness or injury; pregnancy; course structure; involvement in a serious accident or serious crime; or illness or bereavement of close family members. You are advised to enclose supporting documents with your application.

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| **I declare that I have read and accept the following policies regarding the Leave of Absence:**A student who is currently enrolled in units in a course may suspend their studies and retain a place in their course for a specified period during which their rights as a continuing student will be maintained. Unless approved in exceptional circumstances, leave of absence will not be approved for a period in excess of 12 months at a time.Students should seek appropriate academic advice before suspending their studies and should be aware that a period of leave of absence may impact on their ability to complete the course and may affect their status as a student with an impact on their student visa conditions or student benefits. A student taking leave of absence accepts that course and unit variations may occur during the period of leave. Leave of absence is approved by the Head of Program. The Head of Program may impose conditions on the student's return to study. Student's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_ |

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| **Office Use** |
| 🞏 Accept application 🞏 Reject applicationComments:Head of Program’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_ |

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