

LEAVE OF ABSENCE APPLICATION

This form is to be completed by students who wish to take a break from their studies and retain a place in their course for a specified period, during which their rights as a continuing student will be maintained. Further information regarding leave of absence is outlined in the [Student Enrolment Policy](#). **International students** should consult the [Student Enrolment Policy](#), International Student Guide, and seek advice from the [Department of Home Affairs \(DHA\)](#) on the potential impact on their student visa before completing this form.

Student Details

Student name

Student ID

Course name

Leave of Absence Details

Leave of absence start date (dd/mm/yyyy)

Leave of absence end date (dd/mm/yyyy)

Reason for Leave of Absence

All students must complete this section stating their reason for applying for a leave of absence.

International students must submit supporting documentation with this Leave of Absence Application, demonstrating compassionate or compelling circumstances for their leave of absence, as outlined in the [Student Enrolment Policy](#). International students are advised that NTI is required to report this information to the Department of Home Affairs (DHA) under the Education Services for Overseas Students Act 2000

Student Declaration

- Students should seek appropriate academic advice from their Head of Program and/or the Student Services Office before applying for a leave of absence.
- Students are advised that a leave of absence may impact their ability to complete their course and may also impact on their status as a student.
- International students applying for a leave of absence are advised of the impact this may have on their student visa.
- Students applying for a leave of absence accept that course and/or subject variations may occur during their absence.
- A leave of absence application is reviewed by a student's Head of Program, and the Head of Program may choose to impose conditions on the student's return to study.
- Unless in exceptional circumstances, a leave of absence will not be approved for more than twelve (12) months.
- Students receiving a scholarship, or who are being sponsored by a third party, are responsible for ensuring that a leave of absence is permitted.

I confirm I have read the Student Declaration (above) and the [Student Enrolment Policy](#), and understand the possible implications of taking a leave of absence. I declare that to the best of my knowledge the information supplied on this form is true and correct.

Student signature

Date

Please submit this form and supporting documentation to the Student Services Office (enquiry@nantien.edu.au).

OFFICE USE

Accept application:

Reject application:

Comments:

Head of Program's signature

Date

Student Services Office Ph: (02)4258 0741 E-mail: enquiry@nantien.edu.au 231 Nolan St, Unanderra NSW 2526