

## LEAVE OF ABSENCE/DEFERMENT FORM

### Student Details

Student Name:		Student ID Number:	
Phone Number:		Email Address:	
Current Address:			
Current Course of Study:			
Type of Leave:	Leave of Absence during term: <input type="checkbox"/>	Deferment : <input type="checkbox"/>	
Leave of absence from: _____ to: _____	Agree to return to the College on: _____		

### 1. Emergency Contact

Name:	Relationship:
Phone number:	

### 2. Reason for leave request

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#### Please attach all relevant evidence to support your request

<input type="checkbox"/>	Medical Certificates	<input type="checkbox"/>	Flight ticket	<input type="checkbox"/>	Other: _____
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This application will be assessed once all documentation has been received. The college may ask for more documentation if required. Applications are usually processed within 10 working days. If approved, the College will inform the deferment of studies to the Department of Education, Employment and Workplace Relations (DEEWR) via the Provider Registration and International Student Management System (PRISMS). This information will be transferred to the Department of Immigration and Border Protection (DIBP). You should be aware that deferring or suspending your enrolment may affect your student visa. You must pay your scheduled tuition fees during your leave of absence.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### FOR OFFICIAL USE ONLY:

Fully paid:	Yes	No	Leave of absence/Deferment (circle one) approved:	Yes	No	Date:
Other comments:						
PRISMS updated:	Yes	No	Entered into RTOm?	Yes	No	Date:
Emailed Student:	Yes	No				
Staff Signature:				Date:		