

Application for Leave of Absence International Student

Note: Leave of Absence can only be approved for medical reasons, student's who fall ill or need to leave Australia for compassionate reasons during semesters should submit evidence of a genuine reason for their inability to study.

Lodge this form at the International Student Programs Office.

PERSONAL DETAILS

Chisholm ID _____

Family name _____ Given names _____

E-mail _____

Address _____

Overseas contact _____ Phone _____

Course name _____

LEAVE OF ABSENCE REQUESTED (SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS FORM)

Date of leave from (first day absent) _____ Returning to Chisholm on _____

Reason

Student's Signature

Date

TEACHING AREA APPROVAL

- Student is making satisfactory progress in this course
- Student will not miss assessments during the leave period
- Student's progress will not be affected by leave
- Student's course end date will not be affected by leave
- Teaching area has put strategies in place for student to catch up
- If "no" to any of the above, do not sign this form.

Teaching Area Approved (signature)

Date

ISP OFFICE USE ONLY

Accept application Reject application

Student notified by email by phone by letter **Department** notified by email by phone by letter

ISP AUTHORISED (SIGNATURE)

Date

