

Application for Leave of Absence/ Deferment

Student Details

Student ID	<input type="text"/>	Title	<input type="text"/>	Family name	<input type="text"/>
Phone Number	<input type="text"/>			Given name/s	<input type="text"/>
Course	<input type="text"/>			Campus	<input type="text"/>
Leave of Absence requested from	<input type="text"/>			to	<input type="text"/>

Reason for Request

Please tick one box only - Original supporting documentation must be attached to this application

- Serious illness
 Bereavement
 Visa
 Study
 Other Personal Reasons

International Student Visa

You can apply for leave from your studies under compassionate or compelling circumstances. Such compassionate or compelling circumstances are generally those beyond your control and which have an impact on your course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes bereavement of close family members, such as parents or grandparents
- major political upheaval or natural disaster in your home country requiring emergency travel and this has impacted on the student's studies
- a traumatic experience which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime

Guidelines for applying for Leave of Absence

- In order to be eligible to apply for Leave of Absence, you must be currently enrolled in a course of study at Apsley college.
- You must have received appropriate academic counselling prior to taking a Leave of Absence.
- A Leave of Absence cannot be approved if you have outstanding work in the course (i.e. unfinished assessments or Deferred Assessments) or you have sanction against your record. (e.g. for outstanding fees).
- A Leave of Absence can only be granted for a maximum of 4 weeks and in some extreme cases 6 months. Your Confirmation of Enrolment (CoE) will be deferred and it is your responsibility to advise the student support officer your return date.
- Fees apply for deferment of eCOE, please check Apsley college website for Fees and Other Charges.
- If you do not comply with the conditions of your Leave of Absence, you may be withdrawn from your course. If this is the case you will be required to re-apply for admission.
- If your request for Leave of Absence is not approved, you have the right to appeal the decision.



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- Apsley college may refuse or revoke an approved Leave of Absence should you provide any information that is false or misleading.
- You must contact the Student Support services upon your return to arrange your class timings and other academic matters.
- Students can only apply for a Leave of Absence if they can demonstrate compassionate or compelling circumstances which have impacted on their course progress or well-being.
- Original supporting documentation must be lodged with this application.
- All students seeking a Leave of Absence must contact the Student support officer to confirm they meet requirements for Leave of Absence and information relating to their student visa and tuition fees. The Student support officer can be contacted on info@apsley.nsw.edu.au or +61 2 9633 2779 or In Person at the Apsley college Campus.
- Applications must be received at least 4 Weeks prior to the requested intended leave of absence dates.

Share of Personal Information - Disclaimer

Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Student Declaration

- I have read and understood the guidelines on this form and have submitted appropriate original supporting documentation. I have sought advice from the Student support officer in relation to my student visa and the refund agreement. I understand the consequences of this application and accept responsibility to ensure my enrolment is correct.
- I have been informed of possible visa implications and advised to contact DHA for further
- information. I have also been advised of the Student Course information and refund policy.

Signature : _____

Date : _____



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Office Use Only - Approval

Information for Student Support officer

In determining whether the application for leave should be approved the following issues need to be considered:

- Any past applications for leave.
- The reason for the application and that the circumstances comply with The National Code 2018.
- The students assessed capacity to successfully resume studies
- and complete the course after the period of leave.

Application Approved: Yes No*

* If the application is not approved a statement outlining the reasons why must be provided below:

Name Officer Signature Date

Student Service Officer Use Only

Date Processed Yes Student advised in writing Yes

