

Application for Leave - International Students

This form is for international students who intend to seek leave from Astute Training Pty Ltd

- Read and complete all sections of this form and attach all required documentation
- Return to Reception the completed application form and attach any relevant documentation. After the application is reviewed if an appointment is required with the Student Services Manager the student will be notified of the meeting time
- Please allow two (2) weeks for applications to be processed

Examples of circumstances where leave cannot be granted are as follows:

- *You would like to take a vacation*
- *You are going to a wedding*

Personal Details			
Student No	Last Name	First Name	
AST 000			
Course Code	Course Name		
Email Address		Contact Number	

Leave Details			
Period of leave	Date from:		Date to:
	Date returning to College:		Total days absent:
Reason for Leave			
Detail your reason for why you require leave. Please note: Full details must be provided and original documentation attached to support your application if applicable.			
Emergency e.g. sickness, accident, personal, family	Please explain circumstances (attach a letter if the space provided below is insufficient.)		
Compassionate e.g. death or emergency in the family, religious			
Comments			

For overseas travel			
Attach a copy of your plane tickets and or flight itinerary showing the dates that you will depart from and return to Australia if applicable. If you have not yet purchased a plane ticket you must provide an estimate of the dates you intend to depart and return to Australia below.			
Departure Date		Return Date	

Student Information

Please Note:

- Approved leave can and will only be granted for personal or immediate family emergency or tragedy e.g. Sickness, accident, or death. Compassionate and compelling reasons which are defined as:
- Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience, political upheaval or natural disaster in the home country or the death of a close family member (e.g. Illness where medical certificate states that the student is unable to attend classes)
- The duration of approved leave will be determined on a case by case basis
- If the leave is of a duration that will not allow course completion within the visa period students will be required to apply for a course deferment. This must be reported to Department of Home Affairs (DHA) via prisms. Students may or may not be able to obtain their student visa again.
- Overseas travel is to be supported by a copy of a return ticket
- Any unapproved leave taken will be reported to DHA via prisms.

The duration of leave will **not** be added to the length of the course and full tuition fees must be paid on time.

The CEO of Astute Training Pty LTD may grant leave at their discretion for valid reasons. The application will be assessed individually based on the information provided and documentary evidence supplied and a meeting with the CEO.

I declare that the above-mentioned information is correct.

Student signature: _____ **Date:** _____

Office use only		Staff initials
Evidence provided	Medical certificate <input type="checkbox"/> Flight ticket <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	
Approved	Date:	
Not approved	Date:	
Records updated	Date:	
Letter issued	Date:	
Trainer advised	Date:	
Fees up to date	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Current study progress

- Does the student have genuine problems or issues? Yes No
- Is the student’s study progress satisfactory? Yes No
- Is the student’s attendance level satisfactory? Yes No
- The student has made arrangements to catch up with work/ assessment tasks they will miss during the period of leave Yes No

units to be issued:

1.
2.
3.
4.