

## MFS06BI: Application for Leave of Absence Form – International Student (more than 2 weeks)

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per the Institute's *MITP08 Deferral, Suspension and Cancellation Policy and Procedure*. Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application, so you should contact DHA on 131881 to discuss.

Student Name:		Student ID:	
Date of Application:		Course:	
Leave of absence start date:		Leave of absence end date:	

I wish to apply for a leave of absence from the course I am enrolled in with the Institute. I wish to have this absence for the following reason:

I have discussed the reasons for the leave of absence with Student Services staff:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have your contact details changed since you last advised us of them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide below:		
Address:		Suburb:
Postcode and State:		Country:
Tel:		Mobile:
Email:		

### Important Information for International Students:

- **Course Arrangements:** Approved leave of absence may require alternative class arrangements to help you catch up on missed content.
- **Financial Obligations:** Outstanding fees must be paid before leave of absence can be approved.
- **Additional Costs:** Special class arrangements may incur additional fees.
- **Contact Student Services** for detailed information about class arrangements, costs, and visa implications.



<b>Student Signature:</b>	
<b>Date</b>	

Please return this form to our office at the details below. Please attach all documentary evidence to support and verify your request for leave of absence with this form. We will advise you of the outcome of your application.

**Office Use Only**

Step 1	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected, if rejected, Reasons outline:	
Step 2. Inform the student of the outcome.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Yet Done, Reasons outline:	
Step 3. Record Suspension period in the student management system (Attendance, Unit Result comment, scan to logbook)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Yet Done, Reasons outline:	
<b>Officer Name/Signature:</b>		<b>Date:</b>	