



Leave of Absence Form

Student Name:	
Student Number: Course of Study:	
Trainer:	
Student Number: Course of Study:	
Mobile phone (AU):	
Email Address:	
Visa Type:	
Mailing Address:	

Instructions

This form is for students applying for a leave of absence in compliance with the National Code Part D Standard 13.2.

Note: Deferring or suspending studies may affect your Visa

Please complete and submit this form along with documentary evidence supporting your request. Supporting evidence includes documentation such as

Medical certificates; Flight itinerary; or Affidavit Court Order
Written directive(s) issued by governmental body(ies)

Please make sure you have paid up all your tuition fee before you submit the form.

If you are an Australian citizen, New Zealand citizen or been granted permanent residency please tick this box
I request leave of absence (Intermission) from my studies in the above course from/...../20.....
until I return on...../...../20.....



Please indicate the reasons for your absence and attach documentary evidence:

Declaration

I declare that to the best of my knowledge, the information supplied by me is true, correct, and complete in every respect.

I acknowledge that the submission of false, incorrect, incomplete, or misleading information may result in penalties as defined by the student support team and authorized officer.

Student Signature	Date

Student Support Team Use Only

Date logged:

Student Number:

What special circumstances led to the students requesting a leave?

- Medical
- Course
- Employment
- Family / Personal
- Other

Terms of Absence

Student Support Officer Name:

Date:

Signature:

College Details:

Ransford College Pty Ltd T/A AAAR Institute of Business & Technology

ABN 86 606 260 404

ACN 606 260 404

CRICOS 03614A

RTO Number 45178