

## Leave of Absence Application Form

<b>Relevant Standards</b> SRTO 2015: 1.7, 5.2 The National Code 2018: Standard 2.1.8, 9	<b>Linked Documents</b> Deferral, Suspension, and Cancellation of Enrolment Policy Student Code of Conduct Academic and General Misconduct Policy Students Complaints and Appeals Policy Withdrawal from Course Form
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### Student Details

<b>Name</b>		<b>Student ID</b>	
<b>Current Course</b>			
<b>Start Date:</b>	<b>End Date:</b>		
<b>NOTE:</b> Your requested leave of absence <b>SHOULD NOT EXCEED TWO CALENDAR WEEKS</b> in a designated study period. If compassionate or compelling circumstances require you to take a longer leave, you must submit a <b>Deferral and Allowable Suspension of Studies</b> form.			
<b>Leave request periods</b>	From: _____ To: _____  Are you travelling outside Australia?    Yes <input type="checkbox"/> No <input type="checkbox"/>  Total number of days of absent _____ Days  Support documents:		
<b>Reason(s) for taking Leave</b> <i>(Please provide as much details as possible)</i>			
<b>Student Declaration and Signature</b>	All the information I have provided in this form is true and accurate. I also understand that this leave of absence may impact upon my course progress.		
	Signed:	Date:	

Please fill this form and email to [admin@hic.edu.au](mailto:admin@hic.edu.au)

**ADMIN use only**

<b>Received by</b>		<b>Date:</b>
<b>Decision</b>	<input type="checkbox"/> Leave Granted	<b>From</b> <b>To</b>
	<input type="checkbox"/> Leave Not Granted	<b>Reason:</b>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signature</b>		<b>Date:</b>
<b>Note</b>		