

# **APPLICATION FOR LEAVE OF ABSENCE**

Use this form if you wish to apply to apply for LEAVE OF ABSENCE from your studies at Silver Trowel Trade Training (STTT) i.e. suspend your studies for a specified period.

Applications for leave of absence do not attract a fee.

You may apply for leave of absence after being enrolled in your course for the period of ONE semester, and may take leave of absence for a period of up to ONE semester.

Should a longer leave of absence be sought, please contact our Training Administrator.

***Under the requirements of the National Code 2007, international students are permitted leave of absence in certain limited circumstances. A leave of absence may affect a student's visa as under section 19 of the ESOS Act 2000, providers are required to notify the Secretary of the Department of Education, Employment & workplace Relations (DEEWR). This action will also inform the Department of Immigration and Citizenship (DIAC).***

International students will only be granted leave of absence for compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student and have an impact upon the student's 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 the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience such as involvement in, or witnessing of a serious accident or, being the victim of a serious crime.

All claims of compassionate or compelling circumstances must be supported by appropriate evidence such as original or a certified copy of a death certificate, medical and psychological certificates, or police reports.

To be eligible for leave of absence, students must have undertaken at least one study period and be meeting satisfactory course progress, in accordance with the *Satisfactory Course Progress* policy.

Students under the age of 18 years must provide a letter from their parent or legal guardian supporting the application for leave of absence.

Student's Initials.....

Should you require leave of absence or deferral from classes for important reasons, you must obtain official approval from STTT and DIAC. **Note:** DIAC does not consider such events as wedding, holiday or financial difficulties as appropriate grounds for deferral. It is important to plan ahead and leave plenty of time to arrange for your approval. This will take the form of a letter from STTT. Should you travel overseas during this period, the original letter may be required by DIAC upon your re-entry to Australia.

Approval is based on three main criteria:

- that the student has met course requirements and will catch up on any work due during their leave
- that the fee payments have been made for the duration of leave and
- satisfactory attendance

Should your application be approved, you will receive a letter of approval from STTT.

***You are required to ensure that all tuition fees are paid within the period of your absence.***

If you will be late returning from your leave due to unforeseen circumstances, such as travel difficulties, please contact STTT and advise us as soon as possible so that suitable procedures can be set in place. It is important to keep STTT's details with you when you travel.

Please return the completed form to the STTT Reception at Unit 8, 92 Mallard Way, Cannington or 13 Aitken Way Kewdale.

(NB: The date of application is the date on which this form is received by STTT).

You will be advised in writing of the outcome of your application.

In the event that you do not attend classes and you have not applied for a Leave of Absence from STTT, your enrolment will be cancelled.

Please provide the required details on the following page.

Student's Initials.....

# Leave of Absence Application

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_

***You may apply for a leave of absence for a period of up to ONE semester. If a longer period of leave is sought, please contact our Training Administrator***

Proposed commencement date of leave of absence: \_\_\_\_\_

Proposed date of resumption of studies: \_\_\_\_\_

Have you previously been granted a leave of absence? Yes No

If Yes, please give the dates of leave taken: \_\_\_\_\_

***Please note that approved periods of leave may affect your course completion times.***

Reason for leave of absence: ***(Please attach any supporting documentation)***

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **OFFICE USE ONLY**

1 Training Administrator Name: \_\_\_\_\_

Leave approved Yes No Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. General Manager/director Name: \_\_\_\_\_

Leave approved Yes No Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

3. STUDENT ADMIN: Entered Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Initials \_\_\_\_\_

Letter sent Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Initials \_\_\_\_\_