



Student Leave Application

Leave of absence:		
Leave of absence is where a student has a requirement to miss scheduled training for reasons other than specified for a deferral or suspension of studies e.g. illness, medical appointment approved activity by AUIPTLC and is less than three (3) weeks.		
<input type="checkbox"/> Domestic Student	<input type="checkbox"/> International Student	
STUDENT DETAILS		
Family name:	Given name:	
Student ID:	Date of Birth:	
Student email address:	Mobile No:	
COURSE DETAILS		
<input type="checkbox"/> General English	<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> IELTS Preparation
Course start date:	Course finish date:	
LEAVE DETAILS		
Leave start date:	Leave finish date:	
Total days/weeks/months:		
REASONS FOR LEAVE		
<input type="checkbox"/> Medical Reason/s	<input type="checkbox"/> Travelling overseas less than 4 weeks	
<input type="checkbox"/> Family/Personal (e.g., family reunion, family wedding, funeral)		
<input type="checkbox"/> Minor Family issue (For a major family issue request must be submitted on suspension application form)		
<input type="checkbox"/> Traumatic experience whilst studying (e.g., involved in accident, affected by storms or natural disasters (local))		
<input type="checkbox"/> AUIPTLC is not able to offer a pre-requisite unit required to start or complete a course of study		
<input type="checkbox"/> Student wanting leave period that will exceed the published holiday period (explain below):		
<input type="checkbox"/> Others. Please specify:		
STUDENT DECLARATION		
<input type="checkbox"/> I declare that the above information is true and correct. I have read and fully understood ELICOS Deferral, Suspension, and Cancellation Policy. I understand that completing this form does not guarantee to leave being granted.		
<input type="checkbox"/> I understand that I have a right to appeal through AUIPTLC's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (CRICOS Standards), within 20 working days of this application not being approved.		
Student Name:	Student Signature:	Date:
FOR OFFICE USE ONLY		
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Further Comments:		
Staff Name:	Staff Signature:	Date: