



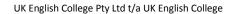
ACN: 618 807 453 | ABN: 11 618 807 453 CRICOS Provider Code: 03681A Level 3, 303-305 Pitt Street, Sydney NSW 2000 Australia Tel: +61 2 86685505 | E-mail: englishcollegeuk@gmail.com

## **Application for Leave of Absence Form**

This form is to be completed by overseas students who are requesting a temporary suspension of their studies, also known as a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per UK English College's *Deferral, Suspension, and Cancellation Policy*. Students are required to provide documentary evidence of such circumstances. More information can be found in your *Student Handbook*.

Please be aware that there may be implications for your student visa. You should refer to the Department of Home Affairs' website (<a href="http://www.homeaffairs.gov.au/">http://www.homeaffairs.gov.au/</a>) or Helpline (131 881) for information on what impact the potential change to your enrolment status may have upon your visa.

Student's details	
Student Name:	Student ID/USI:
Date of Application:/ Course	::
I am requesting a leave of absence from the course I ar	
(Note: Requested start date must be at least 10 workin however, leave of absence may be granted retrosped organisation to inform them for reasons beyond the accident.)	ctively where the student was unable to contact the
I am requesting this leave of absence for the following	reason/s:
I have discussed the reasons for the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of absence we have your contact details changed since you last advise of the leave of the leave of absence we have your contact details changed since you last advise of the leave of the l	





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Residential address:		
Phone:	Mobile:	
Email:		
Student's signature		
Signed:		
Printed Name:	Date	::

## Please submit this completed form to UK English College in one of the following ways:

• In person or by postal mail: UK English College

Level 3, 303-305 Pitt Street

Sydney, NSW 2000 Australia

By e-mail: englishcollegeuk@gmail.com

UK English College will advise you of the outcome of your application within 10 working days of receipt of your completed application. If your deferral is approved, further information about the status of your Confirmation of Enrolment and student visa will be sent to you.