

# Application for Leave of Absence

## About this form

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per Dynamic Training Services's Deferral, Suspension and Cancellation Policy and Procedure. Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application for a leave of absence, so you should contact Department of Home Affairs (DHA) on 131881 to discuss any visa implications.

## Student details

Given name/s (Full Name)

Student ID Number  Current course:

Date of Application:

## Reason for Leave

I wish to apply for a leave of absence from my enrolment with Dynamic Training Services for the following reason/s:

  
  

I have discussed the reasons for the leave of absence with the Student Support Officer:  Yes  No

Address while on leave:

Phone:  Mobile:  Email:

In signing this form you agree:

- The information provided is true and complete.
- That you accept that the course structure of the course may change while you are on leave.
- That you accept that where your leave results in commencement of studies in a new study intake, the fees for the course may be increased and you understand the implications for your student visa.
- That you have attached all required supporting documents.

Student Name

Date

Student Signature

Please return this form to our office. We will advise you of the outcome of your application. If your leave of absence is approved, further information about the status of your Confirmation of Enrolment and student visa will be sent to you.

## OFFICE USE ONLY

Approved by:

Signature:

Processed by:

Signature