

Student Leave Request Form

Section 1 – Student Details

Student Name:		Student ID:	
Qualification:		Date of request:	/ /

Section 2 –Leave Request

Date(s) student requires leave

Last date of attendance at College:

First date back in college:

Reason for leave:

Section 3 -Terms and Conditions

Please tick to show you have read and understood the terms and conditions:

- Your payment of tuition fees must be maintained for all leave requests as per your student payment plan.
- You must provide outbound and inbound flights as evidence of your travel date
- You must ensure your passport is valid and will not cause restriction while travelling
- You must provide documentary evidence of compassionate or compelling circumstances showing the need to study within travel weeks
- You must maintain satisfactory course progress
- You understand the potential implication that overseas travel within your study period can have on your student visa, and have sought advice from your Education Agent

Section 4 – Student Declaration

I have provided flight confirmations to my destination and return flight to Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand my enrolment and/or visa is at risk If I do not comply with the above	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Full Name:

Student Signature:	Date:
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Section 5 – Request approved / rejected (Office Use Only)

Received by:		Date:	
Course Fees up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	Course Progress up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reason for declined:	
GIC Staff Signature			
SMS updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Staff Initial: