



# STUDENT LEAVE REQUEST FORM

## PART A: STUDENT DETAILS

Student Name:			
Student ID:		USI Number:	
Qualification:			

## PART B: LEAVE DETAILS

Brief reason/ description:			
Start date:		End date:	

## PART C: TERMS AND CONDITIONS

By signing below, you confirm that you have read and understood the following terms and conditions:

1. Your tuition fee payments must be kept up to date in accordance with your student payment plan for any leave requests to be considered.
2. You are required to provide proof of your travel dates, including both departure and return flights.
3. It is your responsibility to ensure that your passport is valid and will not cause any restrictions during your travels.
4. You must submit documentary evidence of compassionate or compelling circumstances that justify studying during your travel period.
5. You are required to maintain satisfactory course progress throughout the duration of your studies.
6. You acknowledge that overseas travel during your study period may impact your student visa.

## PART D: EVIDENCE AND SIGNATURE

Supporting documents:	<input type="checkbox"/> Flight confirmations to my destination and return flight to Australia <input type="checkbox"/> Medical Certificate Attached ( <i>if applicable</i> ) <input type="checkbox"/> Other Supporting Documents Attached, please describe:		
Student Signature:		Date:	

## PART D: OFFICE USE ONLY

Received by:		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
Leave Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	If denied, why?			
Leave Letter Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	GIC Staff Initials:		Date:	
Added to leave spreadsheet?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
GIC Staff Signature:			Date:		

