



Student Leave of Absence Request Form

As stated by the Department of Home Affairs, a leave of absence is only approved for compassionate and compelling circumstances. (See full explanation below this form). Leave of absence is restricted to a maximum of ONE-week leave within a 6-month period.

Student name						
Student No						
Course						
Request for leave of absence	From	/	/	to	/	/
Reason for the requested leave						
Attached evidence (Eg: Air ticket, Genuine medical certificate, Death certificate)						
I understand that: <ul style="list-style-type: none"> I will be marked absent for the time missed from class. My lack of attendance may affect my final grade. Missing class time may cause me to fall behind in my studies and that missing class is not the best course of action for academic success. I will not be able to use this time missed as a valid reason in an appeal. It is my responsibility to inform my trainers of my absence. 			<ul style="list-style-type: none"> My trainers may not be able to adjust assessments to accommodate me. I will be unable to seek a refund for this time away from Illoura College. It is my responsibility for catching up on work that I have missed. It is my responsibility to inform the Department of Home Affairs of my intended absence. It is my responsibility to inform my education agent of my intended absence. 			
Student signature				Date		

Compelling circumstances are:

Compassionate or compelling circumstances are generally those beyond the control of the student and have an impact on the student's course progress and well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes.
- Bereavement of close family members such as parents or grandparents.
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted the student's studies.
- A traumatic experience which could include involvement in or witnessing a serious accident; or witnessing or being the victim of a serious crime.
- Where Illoura College was unable to offer a pre-requisite unit.
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

***Weddings are not considered by Immigration to be a compelling or compassionate reason for leave.**



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Office Use Only					
Are fees up to date? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is Course Progress up to date? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Leave Request has been approved? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If no, reasons for not approving the leave:					
Leave of absence noted on CMS		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Document scanned and saved in student file		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Student has been emailed about the decision		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Staff name		Signature		Date	