

LEAVE APPLICATION FORM

ABOUT THIS FORM

This form is to be completed by international students who wish to apply for a leave whilst studying in ACCHS.

- During the study period, a leave of absence will be granted in compassionate or compelling circumstances as per ACCHS's Deferral, Suspension and Cancellation Policy and Procedure. Students are required to provide documentary evidence of such circumstances.
- Official leave will be approved during the ACCHS study break.

Note: Student must maintain 80% attendance throughout the course. You will be sent the outcome of your application via email.

STUDENT DETAILS

| | | | |
|--|-----|----------------|--|
| GIVEN NAME/S | | | |
| SURNAME | | | |
| DATE OF BIRTH | / / | GENDER | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| NATIONALITY | | STUDENT NUMBER | |
| ADDRESS <i>(including street number and name, suburb or town, postcode and country)</i> | | | |
| POSTAL ADDRESS <i>(if different)</i> | | | |
| PHONE NUMBER/S | | | |
| EMAIL ADDRESS | | | |

REASON FOR LEAVE

| | |
|---|--|
| Please briefly describe the reason you have decided to apply for leave. | |
| | |
| Please specify the dates for leave of absence | |
| Date starts (DD/MM/YYYY): | |
| Date ends (DD/MM/YYYY): | |
| NAME | |
| SIGNATURE | |
| DATE | |