

Application to Suspend Enrolment for a Leave of Absence

This form is to be completed if you are requesting a Leave of Absence from your course. Students may apply to take a leave of absence from a course for up to 12 months in duration.

Please refer to the Institute of Skills and Training Australia Deferral, Suspension & Cancellation Policy and the Monitoring Attendance and Course Progress Policy or contact Institute of Skills and Training Australia Administration staff if you need clarification or information on how the policy refers to you.

Section 1: Personal Details

Student ID:

Title:

Given Name:

Family Name:

Address:

Email:

Section 2: General Information

When do you intend on returning to your studies?

Do you have any outstanding fees?

Section 3: Supporting Documentation (International students only)

You are only able to take a leave of absence and maintain the validity of your student visa under very limited circumstances. Each application for a leave of absence will be assessed on its own merits and must be supported by appropriate documentation.

☐ Medical Certificate

☐ Counsellor/Psychologist Evaluation

☐ Police report

☐ Court or Legal Documentation

☐ Statutory Declaration

☐ Letter from your Employer

☐ Other, please specify and/or attach documentation.

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Section 4: Declaration

- ☐ I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.
- ☐ I understand that if I take leave of absence after the start date, I am still liable for all fees associated with subjects enrolled for the study period and any previous outstanding fees.
- ☐ I have read and understood the Monitoring attendance and course progress policy

X

Student Signature

Date:

X

RTO Representative

Date: