



# Application for Leave of Absence Form

## International Students

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per Anderson's *Deferral, Suspension and Cancellation Policy and Procedure*. Students are required to provide documentary evidence of such circumstances.

Student Name:

Student ID:

Date of Application:

/ /

Course:

I wish to apply for a leave of absence from the course I am enrolled in with Anderson.

From when do you wish to suspend your studies? / /

Until when (please note you cannot have more than 12 months of suspension)? / /

I wish to have this absence for the following for the following reason:

Please detail evidence attached of compassionate/compelling circumstances:

Do you think you will be able to finish your course by your current proposed end date on your COE? Why/why not?

**Please note:** If your suspension will mean you cannot finish your course by your COE end date a new COE will be created and this your visa may be impacted. Please contact the Department of Home Affairs on 131 881 for advice on this impact.

I have discussed the reasons for the leave of absence with the CEO?  Yes  No

Have your contact details changed since you last advised us of them?  Yes  No If yes, please provide below.

Residential Address:

Suburb & Country:

Postcode:

Tel (Home):

Tel (Work):

Mobile:

Email:

### Signatures

**Student**

Signed:

Printed Name:

Date:

Please return this form to our office. We will advise you of the outcome of your application within 10 working days.

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