



Leave of Absence Request Form

1. Personal Details			
Student ID Number:			
Student First Name:			
Student Last Name:			
Contact Details			
Telephone:			
Mobile:			
Email:			
Address			
Unit Number:		Street Number:	
Street Name:			
Suburb:		Post Code:	
2. Reason for the Request			
Date			
	From		To
Please tick one box only - Original supporting documentation must be attached to this application.			
<input type="checkbox"/>	Serious illness or injury , where a medical certificate states that the overseas student was unable to attend classes;		
<input type="checkbox"/>	Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);		
<input type="checkbox"/>	Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;		
<input type="checkbox"/>	A traumatic experience , which could include: <ul style="list-style-type: none"> • involvement in, or witnessing of a serious accident; or • witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports) 		
<input type="checkbox"/>	Inability to begin studying on the course commencement date due to delay in receiving a student visa.		
<input type="checkbox"/>	Other Personal Reasons (Please specify the reason below)		



- SCA may refuse or revoke an approved Leave of Absence should you provide any information that is false or misleading.
- You must contact Student Services upon your return to arrange your class timings and other academic matters.
- Students can only apply for a Leave of Absence if they can demonstrate compassionate or compelling circumstances which have impacted on their course progress or wellbeing.
- Original supporting documentation must be lodged with this application.
- All students seeking a Leave of Absence must contact Student Services to confirm they meet requirements for Leave of Absence.
- Any information relating to their student visa and tuition fees, please contact student support on studentsupport@sc.edu.au or 1300 121 888 or in person at SCA Campus.
- Applications must be received at least two weeks prior to the requested intended leave of absence dates.

Share of Personal Information - Disclaimer

Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

4. Student Declaration

<input type="checkbox"/>	I have read and understood the guidelines on this form and have submitted appropriate original supporting documentation. I have sought advice from the Student Services in relation to my student visa and the refund agreement. I understand the consequences of this application and accept responsibility to ensure my enrolment is correct.
<input type="checkbox"/>	I have been informed of possible visa implications and advised to contact DIBP for further information.
<input type="checkbox"/>	CoE Amendment Fees/CoE Deferment Fees after the COE has been issued for an international student. \$150 of fee is payable to SCA if any of the details on the COE need to be altered and a new COE needs to be issued because of an error or change in the enrolment information submitted to SCA.
Student Full Name:	
Student Signature:	
Date:	



Office Use Only

Student Services Officer Checklist

<input type="checkbox"/>	Leave of Absence Form fully completed (it is not, you are required to request the student to complete the form)				
<input type="checkbox"/>	Evidence submitted				
	Student attendance	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Not Satisfactory
	Student academic performance	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Not Satisfactory
<input type="checkbox"/>	Leave of Absence Form uploaded onto Wisenet				
<input type="checkbox"/>	Evidence uploaded onto Wisenet				
<input type="checkbox"/>	Acknowledgement email sent to student advising we have received the leave of absence form				

Name:

Signature:

Date:

Student Services Officer passes the form and evidence to the Admission Department

Admission Officer Checklist

	Payment is up-to-date	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Name:					
Signature:					
Date:					

Admission Officer passes the form and evidence to the Admission Department

Campus Manager

<input type="checkbox"/>	Leave of Absence Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Leave of Absence Form uploaded onto Wisenet				
<input type="checkbox"/>	Approved/Not Approved email sent to the student.				

Comments

Name:

Signature:

Date:

Campus Manager passes the form and evidence to the Student Service Department for filing