



RTO: 32337 R ABN: 97 146 246 559

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 Elan College's Deferral, Suspension and Cancellation Policy and Procedure. Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application so you should contact DIBP on 131881 to discuss.

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 Elan College. I wish to have this absence for the following for the following reason:

I have discussed the reasons for the leave of absence with the RTO MANAGER ☐ 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

Parent Guardian (If under 18 years of age)

Signed:

Signed:

Printed Name:

Printed Name:

Date:

Date:

Please return this form to our office at the details below. We will advise you of the outcome of your application.

Email: elancollegeaustralia@gmail.com

