



Application for Leave

Student Name		Student ID	
Course Enrolled		Date	
First Day of Leave		Last day of Leave	
Special Study Plan Needed & Group Change Needed		COE Update Needed	☐ Yes ☐ No
Reason for Leave with supporting evidence			
Student Signature		Date	
Leave Approved By		Date	

Please handover this form at reception desk of ELAN COLLEGE Suite 2, Level 6, 190 Queen Street, Melbourne VIC 3000 || Phone: +61 433 549 009 || Email: elancollegeaustralia@gmail.com