

PART ONE: STUDENT APPLICATION

First Name	Last Name
Date of Birth	Student Number
Phone No	Passport no

I wish to apply for leave for the following reason:

Please grant me special leave of absence from attending classes:

From date:

To date:

In support of request I have attached the following documents:

I understand that:

- This is a request for leave and that the application will be considered in accordance with Department of Education and The Department of immigration & Border Protection (DIBP) Course Progress Policy and Procedures. This is also detailed in the Student Handbook.
- I understand there would be implications for my student visa and I understand those implications.
- I have attached all required supporting documents.
- If the circumstances change that I will not return on the date stated on this application form, I will notify Salford College at least 28 days in advance.
- On successful outcome of this request I will pay the outstanding course fees (if any)
- I understand if I am on payment plan I will make payment as usual while I am on leave
- I understand that any units I missed while I am on leave extra fees will be charged for gap training.

Student signature:.....

Date:.....

FOR OFFICE USE ONLY:

PART TWO: SALFORD COLLEGE APPROVAL

Leave is:

Approved

Rejected

Pending

Rationale:

Actions to be taken:

- Describe the impact that the leave will have on the student's course progress and COE
- Explain the actions to be taken (eg. Gap training; deferral or suspension of enrolment; assessment activities required).
- Actions explained to student.

Salford College Representative:

Salford College signature:

Date:.....

Student signature:

Date:.....