

Aspen College

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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 Aspen 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 DHA on 131881 to discuss.

Student Name:

Student ID:

Date of Application:

/ /

Course:

Leave Start Date		Leave Finish Date	
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I wish to apply for a leave of absence from the course I am enrolled in with Aspen 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 Administration and Student Support ☐ Yes ☐ No

Attached evidence ☐ 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:

Print Name: _____

Signature: _____

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

For office use only

<input type="checkbox"/>	Approved	
<input type="checkbox"/>	Rejected	
Comments (if rejected):		
Course Intervention Needed <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please attach SC9.1-I - Intervention Plan		
Trainer/ Admin Officer Signature		Date
CEO's/PEO's Signature		Date

It is the responsibility of the candidate to be conversant with current course rules/regulations governing his/her candidature.