

## Application for Leave of Absence

Eynesbury College 16-20 Coglin Street ADELAIDE SA 5000 Ph.: (+61-8) 8216 9000

www.eynesbury.navitas.com

PERSONAL DETAILS										
Student ID Number					Family Nam	e				
Given Name(s)										
Email										
Address								Post Code		
Date of Birth					Phone N	umber				
Are you an International student?	□ Yes □ No			Citizens	nip					
Are you sponsored?		Yes		No	Sponsor					
			ed stud	ent you	must have app	roval from y	our sponsor	***		
Currently enrolled in (p	olease circ	cle)								
ELICOS	Senio	r Sec	ondary	,	FS	P		Diploma		
LEAVE OF ABSENCE										
Reason for leave of abse	ence:									
Intended leave date					Intended re	urn date				
Student requirements	5									
<ul> <li>As a requirement of your student visa you must provide documented evidence for your reason for leave of absence e.g.     medical certificates and a copy of your airline tickets if you are travelling home (must be a return ticket). This request     will not be processed without the required documentation.</li> </ul>										
Other relevant inform	ation									
<ul> <li>A Leave of Absence for international students is only permitted for a maximum period of one semester on the basis of compassionate or compelling circumstances e.g. illness as evidenced by a medical certificate or exceptional circumstances beyond the student's control, such as bereavement (documentation must be provided)</li> <li>Eynesbury College is obligated to notify the Immigration that a student has been granted a Leave of Absence</li> <li>Refer to the Leave of Absence Policy on the college website <a href="http://www.eynesbury.navitas.com/policies">http://www.eynesbury.navitas.com/policies</a> for further information</li> </ul>										
PLEASE READ AND SI	-						<u> </u>			
<ul> <li>I understand that should I be absent from my current program; I will be liable for all fees and charges, whether paid or outstanding, in accordance with the Eynesbury College Refund Policy. I acknowledge that I have read and understand the Eynesbury College Refund Policy in relation to these matters <a href="http://www.eynesbury.navitas.com/policies">http://www.eynesbury.navitas.com/policies</a></li> <li>I am aware that in order to gain approval for absence I must attend an interview with the appropriate staff member. (Student Services Unit or the relevant Academic Directorate)</li> <li>I understand that should I take Leave of Absence and not return to my studies after the leave period, my enrolment at Eynesbury College will cease and Immigration will be notified. I also understand that I am liable for cancellation fees. These fees may be calculated from the date of my original request</li> <li>I will be absent from my program in accordance with the information stated on this form</li> <li>The leave of absence may take up to 10 working days. I must continue to attend class while my application is being reviewed. If I have not heard back regarding my application after this time I will contact the Student Services Unit</li> </ul>										
Student Signature							Date			
*** Parent/Guardian to sign if student is under the age of 18 ***										
LODGEMENT DETAILS										
In person:					By Email:					
Student Services Ground Floor, Coglin Stree	t Campu	IS			studentservices@eynesbury.sa.edu.au					

OFFICE USE ONLY								
SSU sign off		Date received						

v1.6 Page 1 of 2

## This page is for OFFICE USE ONLY

First day of leave:  Approval granted:  Yes  No  Approved by:  Academic penalty:  Ves  (specify)  No    Comments:    Program Support   Student is sponsored:	ACADEMIC DIRECTORATE / Manager Student Services Unit											
Academic penalty:							Retu	n date to				
Comments:    PROGRAM SUPPORT	Approval gran	ted:	Yes □	l <b>r</b>	No 🗆		Appro	oved by:				
Signature	Academic pena	Academic penalty: Yes □ (specify)							No			
Check List	Comments:											
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Check List	Signature	9								Date		
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□ Is student is sponsored: Yes: □ No □ □ If yes: □ Contact the Marketing Director for feedback □ Contact the Sponsor for approval □ Check student has provided supporting documents e.g. airline ticket, medical certificate/s □ Check student's finances; refer to Kim Kong (refund may be applicable) □ Notify the student's parent and/or agent (if applicable) □ Notify the Accommodation and Welfare Coordinator for U18 (if applicable) □ Notify University / partner institution (if applicable) □ Notify student via email □ Notify student via email □ Comments:  Program Support Sign Off PSO Name Signature Date  SSU Manager Name Signature Date  FINANCE OFFICER  Is the student eligible for a refund? Yes No □  Tuition Comments:  Total \$ □ OSHC \$ □ Other \$ □ TOTAL REFUND \$ □ Has the student filled out request for refund form? Yes □ No □	TROGRAMO			Checl	k List					Date Co	ompleted	Initial
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v1.6 Page 2 of 2