

APPLICATION FOR APPROVED STUDY LEAVE (UP TO 2 WEEKS)



Important Information for Students

Students who miss training must inform their trainer via email of their absence prior or on the day. If a student requires short term leave (*up to 2 weeks*), a student must seek approval and apply for this leave by completing this form. Leave is approved on grounds of compassionate and compelling reasons (*e.g. sickness, bereavement of a next to kin*). If a student is experiencing a more serious situation, a meeting with the course coordinator and student services is required to apply for long term leave (*suspension of study up to 1 study term*). Please read the information and complete this form, sign and bring in person to AIWT Student Services together with relevant evidence and/or email to studentservices@aiwt.edu.au.

This Application must be approved in writing by AIWT. A letter "Confirmation of approved study leave" letter will be send within 7 days of AIWT receiving this form.

Section A – Personal Details		
AIWT Student ID Number	2	0 1 0
Family Name	Given Name	
Phone:	Email:	
Application for short time leave due to	Apply for leave due to serious illness <input type="checkbox"/> Serious Illness (must be supported by a medical certificate) <input type="checkbox"/> Bereavement of an immediate family member (accompanied by a death certificate) <input type="checkbox"/> Traumatic Experience e.g. Car accident or being a victim of crime (supported by a police or psychologists report) <input type="checkbox"/> Other personal reasons International Students please note: An application based on financial reasons will not be approved. A condition of your student visa is that you have sufficient financial capacity to support your study and stay in Australia.	
Student Type	<input type="checkbox"/> International (Student Visa) <input type="checkbox"/> International (Non-Student Visa Holder) <input type="checkbox"/> Domestic Full Fee Paying <input type="checkbox"/> Domestic Government Funded	
Duration of Leave	First Day of Leave	Expected Return Date
Leave have been approved	Trainers Name and Signature	Course Coordinator and/or Student Services
Please describe the reason for your application in detail: 		

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Please provide and attach the relevant evidence:

- Medical Certificate
- Death Certificate
- Police Report
- Return Flight Ticket
- Other

Declaration

- I have discussed my leave application with my trainer and have arranged a suitable method of catching up on my work missed and/or any due assessment submission to ensure course progression;
- I have provided accurate and truthful information to support my application;
- I have provided my current contact details;
- For work placement students only:** I have informed my employer;
- International Students only:** I fully understand the consequences of this application and accept responsibility to ensure my enrolment, course progress and visa is maintained.

Student Signature: _____ **Date:** _____

Guardian Signature: _____ **Date:** _____

(If you are under 18 years of age)

OFFICE USE ONLY

Student Services Officer to Complete

Form Received by Name: Date:	
Has this student applied for short term leave previously?	No / Yes
If yes, has the validity for this case been checked and supported by relevant evidence?	No / Yes
Has the student supplied relevant evidence to approve the leave?	
Application approved by Course Coordinator and/or Student Services Coordinator (Name & Date)	No / Yes
If leave is not approved, student has been informed with a letter "NON-Approved" leave	
If leave has been approved, a Letter of approved leave sent to student	
Record Keeping	
Has the employer been informed?	No / Yes / N/A
Check if student has returned within the timeframe (noted in outlook month and year)? Date & Name	
Power Pro and Moodle - Date & Initial <input type="checkbox"/> Note uploaded <input type="checkbox"/> Forms uploaded (Forms, letters....)	No / Yes / N/A
Course Coordinator and Trainer has been informed via email	No / Yes / N/A