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

<table>
<thead>
<tr>
<th>AIWT Student ID Number</th>
<th>2</th>
<th>0</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
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<tr>
<td>Given Name</td>
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<td>Phone:</td>
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<td>Email:</td>
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**Application for short time leave due to**

- Apply for leave due to serious illness
- Serious Illness (must be supported by a medical certificate)
- Bereavement of an immediate family member (accompanied by a death certificate)
- Traumatic Experience e.g. Car accident or being a victim of crime (supported by a police or psychologists report)
- 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.

<table>
<thead>
<tr>
<th>Student Type</th>
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<tbody>
<tr>
<td>International (Student Visa)</td>
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<tr>
<td>International (Non-Student Visa Holder)</td>
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<tr>
<td>Domestic Full Fee Paying</td>
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<td>Domestic Government Funded</td>
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<tr>
<th>Duration of Leave</th>
<th>First Day of Leave</th>
<th>Expected Return Date</th>
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<tr>
<th>Leave have been approved</th>
<th>Trainers Name and Signature</th>
<th>Course Coordinator and/or Student Services</th>
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</table>

**Please describe the reason for your application in detail:**
APPLICATION FOR APPROVED STUDY LEAVE
(UP TO 2 WEEKS)

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? No / Yes
Application approved by Course Coordinator and/or Student Services Coordinator (Name & Date)
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
- Note uploaded
- Forms uploaded (Forms, letters....)
Course Coordinator and Trainer has been informed via email No / Yes / N/A