APPLICATION FOR APPROVED STUDY LEAVE (UP TO 2 WEEKS)

Important Information for VET Students

VET students seeking short-term leave of up to two weeks *must obtain formal approval from Student Services* by submitting this application. Approvals are strictly based on compassionate or compelling circumstances (e.g., illness or the bereavement of a next of kin).

Completed and signed forms, accompanied by relevant evidentiary documentation, must be submitted in person to Student Services or emailed to studentservices@aiwt.edu.au . Written approval from AIWT is mandatory. Upon successful review, Student Services will issue a "Confirmation of Approved Study Leave" within seven days of receipt.

<table>
<tr><th colspan="4">Section A – Personal Details</th></tr>
<tr><td colspan="2">AIWT VET Student ID Number</td><td colspan="2"></td></tr>
<tr><td colspan="2">Family Name:</td><td colspan="2">Given Name:</td></tr>
<tr><td colspan="2">Phone:</td><td colspan="2">Email:</td></tr>
<tr><td>Application for short time leave due to</td><td colspan="3">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 VET 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.</td></tr>
<tr><td>VET Student Type</td><td colspan="3">❑ International (Student Visa)
❑ International (Non-Student Visa Holder)
❑ Domestic Full Fee Paying
❑ Domestic Government Funded</td></tr>
<tr><td>Duration of Leave</td><td colspan="2">First Day of Leave:</td><td>Expected Return Date:</td></tr>
<tr><td colspan="2">Course of Study:</td><td colspan="2">Trainer's Name:</td></tr>
<tr><td colspan="4">Please describe the reason for your application in detail:</td></tr>
</table>

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

- ❑ If my leave is approved, I am responsible for meeting with Student Services and my Trainer/Assessor to arrange a plan for catching up on missed coursework and assessment submissions to maintain my course progression;
- ❑ I have provided accurate and truthful information to support my application;
- ❑ I have provided my current contact details;
- ❑ ***For VET students on placement only***: I will inform my work placement host about my absences;
- ❑ ***For International VET Students only:*** I fully understand the consequences of this application and accept responsibility to ensure my enrolment, course progress and visa is maintained.

VET Student Signature: _____Date: _____

Guardian Signature: _____Date: _____
(If you are under 18 years of age)

OFFICE USE ONLY	
Leave approved by Student Services	No / Yes
Processed by:	
Date approved:	No / Yes
If leave has been approved, a Letter of approved leave sent to student	No / Yes