

Application for Leave/ Deferment

Please note:

- It is solely your responsibility to maintain satisfactory course progress and attendance
- You must maintain your payments according to your agreement with Skills Institute Australia
- Leave granted does not waive your obligations under Australian Law regarding your visa
- Excess leave may affect your visa
- You must notify Skills Institute Australia if you have intentions to travel outside of Australia

If your leave is granted, you will be sent an official leave approval letter. If your application for leave is not accepted, a representative of Skills Institute Australia will contact you.

Your details

Full name	
Date of birth	Student number
Phone	
Email	
Current course	

Type of leave

<input type="checkbox"/> Holiday leave <input type="checkbox"/> Sick leave – please attach medical certificate <input type="checkbox"/> Deferment <input type="checkbox"/> Other	Reason for leave
Leave start date	Leave end date
Number of days you will be away from school:	
Are you travelling outside Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which country? _____ Please attach copies of your flight tickets	Please provide contact details for the duration of your leave:
Do you have any further comments?	

Declaration

I agree to maintain my fee payments	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to maintain satisfactory course progress	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to maintain my visa requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed

Date

Please attach any supporting evidence, including medical certificates or copies of air tickets if you are travelling overseas.

OFFICE USE ONLY

		SIA staff / signed	Date
Received			
Verified	YES NO		
Fees status			
LDOS			
Trainer notified	YES NO		
Flight ticket	N/A NO YES		
Medical certificate	N/A NO YES		
Approved	NO YES Reason:		
Notes			