

SC34.2-I: Application for Leave of Absence Form

International Students

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per BCC Institute's Deferral, Suspension and Cancellation Policy. Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application so you should contact Department of Home Affairs on 131881 to discuss.

Student Name:

Student ID:

Date of Application:

/ /

Course:

I wish to apply for a leave of absence from the course I am enrolled in with BCC Institute. I wish to have this absence for the following reason/s:

I have discussed the reasons for the leave of absence with the CEO/Principal Yes No

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Residential Address:

Suburb & Country:

Postcode:

Tel (Home):

Tel (Work):

Mobile:

Email:

Signature

Student

Signed:

Printed Name:

Date:

Please return this form to our office at the details below. We will advise you of the outcome of your application.