

LEAVE OF ABSENCE APPLICATION FORM



PERSONAL DETAILS

Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			

LEAVE OF ABSENCE DETAILS

Commencing Leave from Semester		Returning in Semester	
Semester(month):	Year:	Semester(month):	Year:

Note:

- International Students can take a leave of absence for only one (1) Semester
- Domestic Students can take a leave of absence for up to two (2) Semesters

REASON/ GROUND FOR REQUEST

INTERNATIONAL STUDENTS	Serious Illness	Please ensure you attach / submit a valid medical certificate with your request.
	OR	
	Exceptional Circumstances	Please provide details of the circumstances below or attach.
	Details / Notes (Full reason for the request)	

ATTACHMENTS

All documents supporting your application (e.g. Medical certificates)

Signature:

Date:

SUBMITTING YOUR REQUEST

- ✓ Completed forms, including all required signatures, should be submitted to info@ciom.edu.au.
- ✓ Incomplete applications will not be processed.

STUDENT ADMINISTRATION USE ONLY

Outcome of Request: Approved Denied

Approved By:

Entered in PRISMS

Date Received:

Student Advised of the Outcome