



DEFERMENT OR LEAVE OF ABSENCE FORM

This document is to be completed by the student when wanting a period of leave from your studies with the Australasia International School (AIS). Please print clearly completing all fields and submit this form to Student Services with all the required supporting documentation.

Mr, Ms, Miss, Mrs

Student ID No. AIS _____

First name:	Family name:	
Address:	Suburb/Post code:	
Phone No:	Email:	
Course code:	Date of birth: / /	
Course name:	Start date: / /	End date: / /

Please tick one:

- Short Leave of Absence (1-2 weeks)**
 - Your enrolment dates will not change however you must make sure you complete your course requirements in discussion with your teacher.

- Deferment of Course (2-4 weeks and more)**
 - Your enrolment dates will change, and you will be given a new CoE. If you are on a student visa, AIS will notify the Department of Immigration about your change of enrolment details. ***You must submit all supporting documentation with this form.***

What dates will you be absent?	Leave from: / /	Leave to: / /
Total days absent? _____	What date will you return to AIS: / /	
What is the reason for your leave request? _____ _____ _____ _____ _____ _____ _____ _____		

Note: If you need more space for your explanation, please attach a separate page and read the Terms and Conditions on page 2 of this form and sign the Student Declaration if you agree with these Terms and Conditions.

Terms and Conditions

- You can only apply for leave of absence or deferment if you have **legitimate** reasons. **Legitimate** reasons include: medical problems, family problems, and legal issues, issues relating to your visa or serious personal problems. If you are not sure whether your reasons for applying are acceptable, please speak to the Director of Studies or the Principal Administrator.
- You **cannot** apply for leave of absence or deferment because you want to take a holiday, because you are tired, because you find your course difficult, because you want to work or any other reasons that would not be considered urgent.
- You can defer the start date of your course if there is a delay in the approval of your visa or if there are circumstances beyond your control that prevent you from arriving at the agreed starting date.
- You must be able to show evidence that supports your reason for wanting leave of absence or deferment. If you cannot show evidence, then your application will not be accepted.
- Filling in this application does **not** guarantee that it will be approved. The Director of Studies and or the Principal Administrator will consider your application and make the final decision about your case. If you want to discuss your situation further, you should make an appointment to see the Director of Studies or Principal Administrator.
- If your leave of absence is approved, it will be for a maximum of 2 weeks for each course of study. It is **your** responsibility to catch up with your study when you return. You could fail your course if you do not.
- If your application is approved but you do not return to College on the date you have indicated, you will be recorded as absent for all days you are away after that date.
- If your application is not approved but you still take time off from your course, you will be recorded as absent for the time you are away.
- If you are granted a deferment, this could affect your student visa. The College will need to notify the Department of Immigration of any changes to your enrolment details.
- An Administration fee of AUD \$50.00 may apply for changes to each CoE where applicable.

Student Declaration

I declare that the information supplied on this form is correct and complete. I have read and understood the Terms and Conditions above as set out on this form. I understand that if I have given incorrect or incomplete information, my application may be delayed or not approved.

Student signature: _____ **Date:** _____

Academic Manager use:

Course progress:

Processed by:

Date: / /

Office use:

Application approved: Yes / No

Approved by:

Date: / /

Application processed by:

Date: / /