



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO CODE: 6251 CRICOS: 02747G

REQUEST FOR LEAVE SUSPENSION OR WITHDRAWAL FROM TRAINING
CURRENT DETAILS ON FILE

STUDENT: _____ USI NUMBER: _____

CURRENT ADDRESS: _____

CONTACT NUMBER: (Mobile) _____ Home: _____

EMAIL ADDRESS: _____

COURSE ENROLLED IN: _____

NATURE OF REQUEST:

LEAVE

SUSPENSION

WITHDRAWAL (Circle the appropriate request)

Circumstances requiring the request

Does the circumstances require you to leave Australia: Yes/No

If Yes

What is your departure date and time?

Date: _____ Time: _____

What are your departure travel arrangements?

Airline: _____ Flight No: _____

Have you advised the Home Affairs? Yes/No

Have you advised your Education Agent? Yes/No

What date do you expect to resume your studies? _____



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What is your arrival date and time?

Date: _____ Time: _____

What are your return travel arrangements?

Airline: _____ Flight No: _____

Have you advised the Dept of Home Affairs? Yes/No

Have you advised your Education Agent? Yes/No

Will you need any additional assistance on your return to study? Yes/No

If Yes

What additional assistance will you need? _____

OFFICE USE ONLY

Request entered in system: YES/NO

Date entered in system: _____ / _____ / _____

Date completed form placed in participant file: _____ / _____ / _____

Name of learner completing change: _____

CEO notified: YES/NO

Date CEO notified: _____ / _____ / _____

Approved Not Approved

Date approved/not approved _____ / _____ / _____

Secretary, Dept. of Education notified: YES/NO

Date Secretary, Dept. of Education notified: _____ / _____ / _____