



Application for Leave of Absence Form

This form is to be completed by Skilled Up students who wish to apply for a casual leave or leave of absence for specific period of time. Other than causal leave (one or more days), A leave of absence (for specific period) will be granted in **compassionate or compelling circumstances** as per Skilled Up Deferral, Suspension and Cancellation Policy. Students are required to provide documentary evidence of such circumstances. For causal leave please provide your medical certificate (for sick leave) or other evidence to justifying your causal absent from scheduled class(es).

For leave of absence, your visa may be affected by your application so you should contact Department of Home Affairs (DoHA) on 131881 to discuss.

Student Name:

Student ID:

Date of Application:

/ /

Course:

I wish to apply for a Causal Leave (sick or other) Leave of absence (for specific period) from the course I am enrolled in with Skilled Up Pty Ltd. I wish to have this absence for the following reason:

Reason for Leave of Absence:

Work related Family Study Other: _____

Please provide the detail of your leave of absence:

Leave of absence period from: _____ till _____

When you are re-start your study: (Please provide your return commencement date or month): _____

Reason for Causal leave:

Sick

Other; Please mention other reason of absent from your scheduled class:

I have discussed the reasons for the leave of absence with the Director of Academic/Operations Yes No

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

Residential Address (if change recently):

Suburb & Country:

Postcode:

Tel (Home):

Tel (Work):

Mobile:

Email:

Student Signatures

Student Signatures:

Printed Name:

Date:

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

Email: support@skilledup.edu.au . eel free to contact us at 03 8608 9901

Office Use only:

APPROVED NO (Director Academics) Updated the Attendance Sheet: Yes No PRISMS Updated: Yes No