

# Special Leave Application Form

## PART ONE: STUDENT APPLICATION

First Name	Last Name
Date of Birth	Student Number
Phone No	Passport no

I wish to apply for leave for the following reason:

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Please grant me special leave of absence from attending classes:

**From date:** \_\_\_\_\_ **To date:** \_\_\_\_\_

In support of request I have attached the following documents:

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I understand that:

- This is a request for leave and that the application will be considered in accordance with Department of Education and The Department of Home Affairs Course Progress Policy and Procedures. This is also detailed in the Student Handbook.
- I understand there would be implications for my student visa and I understand those implications.
- I have attached all required supporting documents.
- If the circumstances change that I will not return on the date stated on this application form, I will notify Salford College at least 28 days in advance.
- On successful outcome of this request I will pay the outstanding course fees (if any)
- I understand if I am on payment plan I will make payment as usual while I am on leave
- I understand that any units I missed while I am on leave extra fees will be charged for gap training.

**Student signature:**.....

**Date:**.....

**FOR OFFICE USE ONLY:**

## **PART TWO: SALFORD COLLEGE APPROVAL**

Leave is:

Approved

Rejected

Pending

**Rationale:**

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**Actions to be taken:**

- Describe the impact that the leave will have on the student's course progress and COE
- Explain the actions to be taken (e.g. Gap training; deferral or suspension of enrolment; assessment activities required).
- Actions explained to student.

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Salford College Representative: .....

Salford College signature: .....

Date:.....

Student signature: .....

Date:.....