

# F.12.01

## STUDENT LEAVE APPLICATION FORM

### STUDENT DETAILS

<b>STUDENT NAME:</b>	
<b>STUDENT ID:</b>	<b>DATE OF BIRTH:</b>
<b>ADDRESS:</b>	
<b>POST CODE:</b>	<b>MOBILE NUMBER:</b>
<b>COURSE NAME:</b>	<b>GROUP NUMBER:</b>

### DETAILS OF THE REQUEST FOR LEAVE

<b>REQUESTED LEAVE DATES:</b> FROM: ____/____/____ TO: ____/____/____ TOTAL NUMBER OF WEEKS: _____
<b>PLEASE SPECIFY THE COMPASSIONATE OR COMPELLING REASONS FOR YOUR ABSENCE:</b>     
<b>SUPPORTING EVIDENCE PROVIDED:</b> <input type="checkbox"/> MEDICAL CERTIFICATE <input type="checkbox"/> PLANE TICKET <input type="checkbox"/> OTHER (SPECIFY: _____)

### NAME OF EMERGENCY CONTACT PERSON IN AUSTRALIA DURING YOUR ABSENCE:

<b>NAME:</b>	
<b>MOBILE:</b>	<b>RELATIONSHIP:</b>

### YOUR OVERSEAS CONTACT DETAILS DURING YOUR ABSENCE (IF APPLICABLE):

<b>NAME OF CONTACT:</b>	
<b>ADDRESS:</b>	
	<b>MOBILE:</b>

<b>STUDENT SIGNATURE:</b>	<b>DATE:</b>
---------------------------	--------------

### OFFICE USE ONLY

<b>RECEIVED BY:</b>	<b>DATE:</b>
<b>SUPPORTING DOCUMENTATION ATTACHED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>LEAVE APPROVED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>LEAVE APPROVED BY (SIGNATURE)</b>	<b>DATE:</b>
<b>STUDENT NOTIFIED OF OUTCOME</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	