

This form is to be completed by international students who wish to apply for a Leave of Absence. A leave of absence will be granted only in **Compassionate or Compelling circumstances** as per Everest Institute of Education (Ei)'s Deferral, Suspension and Cancellation Policy. **Students are required to provide documentary evidence of such circumstances.** Your visa may be affected by your application for Leave of Absence, so you should contact Department of Home Affairs on 131881 or at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> to discuss.

Student Name:		Date of Birth:	
Student ID:		Date of Application:	
Course Code & Course Name:			

I wish to apply for a leave of absence from the course I am enrolled in with Ei. I wish to have this absence for the following for the following reason:

Compassionate or Compelling circumstances - Please Tick one box below for reasons: -

- Serious illness or injury (medical certificate states that the student is unable to attend classes)
- Bereavement of close family members (death certificate attached)
- A traumatic experience (medical certificate attached)
- Other - (please attach additional pages if required) or write below in the box provided:

I have discussed the reasons for the leave of absence with the CEO/Manager Yes No

Leave of Absence period: - From ___/___/___ **To** ___/___/___

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

Residential Address:			
Suburb:		Postcode:	
Email:			
Telephone:		Mobile:	

Student Signature _____ Date ___/___/___

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

Everest Institute of Education
479 King Street, West Melbourne, VIC 3003,
Tel: 03 8393 6550 Email: enquiries@everest.edu.au

OFFICE USE ONLY

Circle - **Approved / Not Approved** By _____ /_____/_____
(CEO/Manager Signature) (Date)

Course Duration & Timetable affected: - **No / Yes** , If Yes Timetable revised **Yes / No**

Updated on PRISMS **Yes / No** Date Updated ___/___/___

Updated by _____

Updated on Student Management System **Yes / No** Date Update ___/___/___

Entered by _____

Student Informed of the Outcome **Yes / No** Informed by _____

Documentation Filed in Student File **Yes / No** Filed by _____