

PART A: STUDENT DETAILS

Family Name	____/____/____	Student ID	
Given Name			
Course Name			
Course Name Date	____/____/____	Mobile Number	

PART B: DETAILS OF LEAVE OF ABSENCE

Serious illness or injury (attach medical certificate)

Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)

Unusual course structure (supporting statement required from College on the reverse of this form)

Other (please specify): _____

Leave of Absence Start Date	____/____/____	Leave of Absence End Date	____/____/____
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PART C: STUDENT AGREEMENT

The information provided by me is true and correct

I have read and understand the information overleaf

I have obtained College approval for my application

I have attached supporting documents as required by the form

Student Signature		Date	____/____/____
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PART D: INFORMATION FOR STUDENTS

Once The English Language School in Sydney has received all required information, you should allow seven working days for processing of an application.

How to complete and submit this form:

1. Complete the form as follows:

- Complete Part A and Part B to request Leave of Absence, and
- Complete Part C: Student Agreement section

2. Obtain approval from your College (usually your program manager, course coordinator or supervisor)

3. Attach supporting documentation to the form, as required by Part B and C. For example:

- A doctors certificate to support illness or injury
- A copy of a study plan from your College, where you have been identified as at risk of making unsatisfactory progress
- A copy of your up-to-date overseas health cover card.

4. Submit the form to The English Language School in Sydney (see address details below)

Other important information you need to know:

- The English Language School in Sydney can only approve a request for a Leave of Absence, in limited circumstances. Leave of absence may only be approved on grounds of medical illness or exceptional compassionate circumstances and only for one semester. This is in line with Visa requirements.
- You must leave Australia within 28 days after the leave of absence has been approved.
- You must not return to Australia until your approved leave of absence is finished.
- Your application must be authorised by the Student Services Officer responsible for your course.

College use

To be completed by relevant faculty/school staff (e.g. program manager/course coordinator). Please note as required by the National Code 2007, international students must be in a position to complete within their expected course duration. A Leave of Absence can only be granted in the limited circumstances outlined on this form. A Leave of Absence for unsatisfactory progress purposes can only be approved where an intervention strategy has been implemented. Email studentservices@elsis.edu.au for further details.

Application approved? YES NO Supporting Statement: _____

EL SIS use Only

This section must be authorised by a ELSIS Student Services Officer. Place copy of this form in the student file

Has the Leave of Absence been approved? YES NO N/A If yes, from _____ to _____

Student Signature _____ Date _____/_____/_____

The English Language School in Sydney is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, Employment and Workplace Relations (DEEWR), the Department of Immigration and Citizenship pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that The English Language School in Sydney holds about you.

Postal Address	Street Address	Email
The English Language School in Sydney Level 1-2, 160 Sussex St, Sydney Sydney 2000 NSW Australia	The English Language School in Sydney Level 1-2, 160 Sussex St, Sydney Sydney 2000 NSW Australia	studentservices@elsis.com.au