



## STUDENT LEAVE APPLICATION FORM

PLEASE WRITE IN BLOCK LETTERS

### Important Notes:

- You must apply for leave if you are going to be absent for more than 3 consecutive days.
- Leave of absence may only be approved under compelling or compassionate circumstances (e.g. illness, family emergency, etc.)
- You must submit supporting documents (e.g. Medical certificate stating you are unfit for study, accident report, etc.) together with this application form.
- Leave of absence **must not exceed 3 weeks**. If you intend to be absent exceeding this period or you are not sure on when you will be back, you must apply for a course deferral instead, but this might affect your course completion date.
- It is your responsibility to coordinate with your trainer/assessors and catch up on all missed assessments.
- Holiday leave during the semester will not be approved unless there is a compelling or compassionate circumstance and supporting documents are provided.

<b>Student Name:</b>		<b>Student ID number:</b>	
<b>Email address:</b>		<b>Mobile number:</b>	
<b>Address:</b>			
<b>Course:</b>			
Reason: <input type="checkbox"/> Medical <input type="checkbox"/> Family emergency   Other: _____		Period of Leave Requested: From: _____	To: _____
Please briefly explain below:		Document/s submitted:	

### STUDENT DECLARATION

I hereby declare that all information and document/s provided with this application are true and correct.

<b>Student Name:</b>		<b>Date:</b>
<b>Student Signature:</b>		
<b>RTO USE ONLY</b>		
Received by:	Signature:	Date:
<input type="checkbox"/> VETtrak updated	<input type="checkbox"/> Documents filed/uploaded	<input type="checkbox"/> Email sent to the student

#### Parramatta Campus

 Suite 1, 191 Church Street Parramatta NSW 2150

#### Camellia Campus

 Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

#### International Students

 [info@stc.edu.au](mailto:info@stc.edu.au)

 1-800-STC-EDU (1800-782-338)  
(02) 8806 3939 | +61 466 666 913

#### Domestic Students

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