

**APPLICATION FOR LEAVE OF ABSENCE – INTERNATIONAL**

**GUIDELINES FOR APPLYING FOR LEAVE OF ABSENCE**

1. Le Culinaire Hospitality Institute can only approve a Leave of Absence for International Students on a student visa where compassionate and compelling circumstances exist if the student is submitting a Leave of Absence application for as per ESOS Legislation.
2. Students **MUST** provide documentary evidence to support a claim for a Leave of Absence as the Department of Home Affairs (DHA) may request this information from the College at a later date.

Title	Mr	Mrs	Ms	Other: (please specify)
Family Name:				
First Name:				
Date of Birth:				
Student ID:				
Mobile Number:				
Email:				
Australia Address:				
Course Enrolled:				
First day of Leave:				
Return to School Date:				
Number of College Days Absent:				
Reason For Leave of Absence – (please tick)				

- Medical (please provide supporting documents)**
- Other compassionate/compelling reasons (please provide supporting documents)**
- Please provide copies of flight details (if applicable)**

Please provide Details of reason.

### Student Declaration

I have read and understood the guidelines on the reverse of the form and have submitted appropriate original supporting documentation. I understand the consequences of this application and accept the responsibility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Office Use Only

#### Academic Manager – Approval

In determining whether the application for Leave of Absence should be approved, the following issues need to be considered:

- Any past applications for Leave (maximum allowable leave should total **NO** more than 2 weeks)
- The reason for the application and the circumstances complies with the [National Code 2018](#)
- The student's assessed capacity to successfully resume studies and complete the course after the period of leave

**Application Approved:      Yes      No**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date