



LEAVE OF ABSENCE APPLICATION

Part A: Student Details			
Given Name		Student ID	
Family Name		Contact No	
Course Name		Course Code	
Course Start Date		Course End Date	
Part B: Details Leave of Absence			
Leave Start Date		Leave End Date	
Reason:			
<input type="checkbox"/>	Serious Illness or injury (attach medical certificate)		
<input type="checkbox"/>	Bereavement of family or other traumatic experience (attach supporting evidence)		
<input type="checkbox"/>	Other (please specify)		
Part C: Student Agreement			
<input type="checkbox"/>	The information that I provide is true and correct		
<input type="checkbox"/>	I have read and understand the information overleaf		
<input type="checkbox"/>	I have attached supporting documents as required by the form		
Student Signature:	Date	___/___/___	
Part D: Information for students			
<p>How to complete and submit this form:</p> <ol style="list-style-type: none"> Complete the Part A, Part B and Part C, remember to sign the form. Attach supporting documentation to the form, as required by Part B and C. <p>For example:</p> <ul style="list-style-type: none"> 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 <ol style="list-style-type: none"> Submit the form to MGIT and wait for approval (please allow 7 working days). <p>Other important information you need to know:</p> <ul style="list-style-type: none"> MGIT 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 Term. 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. 			
Office Use Only			
<p>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.</p> <p>Application approved <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
Signature		Date	___/___/___