

APPLICATION FOR LEAVE, DEFERMENT, SUSPENSION, OR CANCELLATION

Full Name: _____ Student ID: _____

Address: _____

Phone: _____

Email: _____

I am a:

- ☐ Domestic student
- ☐ International student
- ☐ Online student

Type: (please tick appropriate box)

- ☐ Leave of absence
- ☐ Deferral
- ☐ Suspension
- ☐ Cancellation

Please specify reason for request:

Please specify the date in which you request to begin and conclude leave, deferral, or suspension:

Start Date: _____ End Date: _____

Length: _____ days

Please specify the date on which you are canceling your course enrollment:

Please provide the following in support of a leave of absence request (if relevant):

- ☐ Medical certificate
- ☐ Documented evidence
- ☐ Return travel ticket

Explain what type of evidence you have provided and why:

Are you travelling outside Australia?

☐ Yes ☐ No If Yes, please specify which country: _____

If yes, please provide at least one method of contact (email, phone number, postal address)

Person of contact in Australia:

Name: _____ Phone Number: _____ Relationship: _____

Person of contact overseas:

Name: _____ Phone Number: _____ Relationship: _____

Terms & Conditions

I, _____ hereby understand that as part of the Letter of Offer and Student Agreement, as well as the [Leave, Deferment, Cancellation, and Suspension Policy](#) and [Refund Policy](#), it is solely my responsibility to maintain course progress and uphold my Payment Plan payments whilst on leave.

I understand that this leave, deferment, suspension, or cancellation will be reported via PRISMS and may affect my student visa.

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Applicant's Signature

Date

Office Use Only

Authorisation by the Program Director

I hereby authorise for (name)

to _____ days leave/deferment.

.....

Program Director signature

.....

Date

Approval by Registrar

.....

Registrar's signature

.....

Date

If you have any questions regarding this application, please contact:

Mr. Chirath Rodrigo (Campus Manager)

Global Leadership Institute

Ph: +61(07) 2103 4000 or Email: Chirath.Rodrigo@gli.edu.au