

PURPOSE

This form is to request a leave of absence from studies from the qualification which you are currently enrolled. A leave of absence is a temporary leave from your studies where a maximum of 2 weeks may be granted unless otherwise negotiated with ACCCO.

CONDITIONS FOR A LEAVE OF ABSENCE REQUEST

- ACCCO advises for students to wait until leave has been approved, prior to making personal plans.
- Leave will only be considered once all fees owing to ACCCO are paid up to date.
- ACCCO advises that a leave of absence may affect your student visa. Before proceeding with your request for a leave of absence from your studies, ACCCO strongly advises you to seek advice from your nearest *Department of Immigration and Border Protection* (DIBP) Office or refer to www.border.gov.au for further information.
- A student will be required to have completed a minimum of one (1) unit to be eligible for a leave of absence. Special consideration can be requested for circumstances wherein the student has not completed at least one (1) unit
- In the event that you fail to re-enrol after your nominated period of leave of absence, ACCCO will record on the department's register "a cessation of studies".

SUBMITTING YOUR LEAVE OF ABSENCE REQUEST

All required evidence supporting the leave of absence request must be submitted with this form.

Any documentation supporting the leave of absence request application must be in English.

Please forward your completed *Request for A Leave of Absence* form and supporting documentation:

- In person: 161 Brunswick Street, FORTITUDE VALLEY QLD 4006; or
- Via post: P.O. BOX 1108, FORTITUDE VALLEY QLD 4006; or
- Via email: international@accco.com.au

PERSONAL DETAILS

Student name			
Current Residential address			
Phone number		Date of Birth	

QUALIFICATION

What qualification are you currently studying?		CHC30113 Certificate III in Early Childhood Education and Care
		CHC50113 Diploma of Early Childhood Education and Care

LENGTH OF LEAVE

Leave Start Date	
How many units do you have left to complete?	

COMPLETION DATE

What is your current course end date?	Date:
Leave End Date	Date:

REASON FOR LEAVE OF ABSENCE

Please provide a detailed reason for your leave of absence.

STUDENT DECLARATION

- ✓ I understand that this form does not automatically guarantee that a leave of absence from my studies will be granted.
- ✓ I understand that during my absence from studies the Training Package may be updated which means that upon my return to study, I may be required to participate in further gap training and assessment due to units being superseded.
- ✓ I understand that ACCCO will only grant a maximum leave of absence for 2 weeks.
- ✓ I understand that should my enrolment period need to be extended to incorporate the leave of absence period, a new Confirmation of Enrolment (COE) will be issued and I will need to contact my nearest DIBP Office to inform them of any revised date.
- ✓ I have read section 7. *Leave of Absence* in the Student Handbook and understand the conditions and requirements regarding a temporary leave of absence from my study.
- ✓ I understand that a leave of absence from my study may affect my visa
- ✓ I understand that if I fail to return and re-enrol by my nominated return date, ACCCO will lodge a 'cessation of study' with the Department of Education which will affect my visa.
- ✓ I understand that it is my responsibility to notify DIBP of any changes to my enrolment with ACCCO.

Student name			
Student Signature		Date	

ACCCO Office Use:

Approving person			Date received		
Outcome:	Approved	Declined	Date of outcome		
Signature:			Supporting evidence	Yes	No
			File note recorded	Yes	No
			Student Return date		