

## Application for Leave of Absence Form

International Students

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per Melbourne Institute of Australia's Deferral, Suspension and Cancellation Policy and Procedure. Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application so you should contact DOHA on 131881 to discuss.

### Student Details

Student Name

Student ID

Date of Application

Course Name

I wish to apply for a leave of absence from the course I am enrolled in with Melbourne Institute of Australia. I wish to have this absence for the following for the following reason:

Start date

End date

I have discussed the reasons for the leave of absence with the RTO Manger/Trainer/Student Services  Yes  No

Have your contact details changed since you last advised us of them?  Yes  No

If yes, please provide below.

Residential Address

Suburb & Country

Postcode

Mobile

Email

### Student Signature

Signed

Date

Print Name

Please return this form to student services officer at campus or email to [studentservcies@mia.edu.au](mailto:studentservcies@mia.edu.au).

We will advise you of the outcome of your application.