



STUDENT REQUEST OF ABSENCE /LEAVE FORM

Student Name: _____ Student ID: _____

Enrolled in _____

Course Dates _____

Request for leave from _____ to _____

Reason _____

Eg: - Compassion reason - Compelling reason

Evidence: _____

Eg: - Air-ticket - Genuine Medical Certificate - Death Certificate

I apply for the above leave and understand that I must provide evidence as required to Australian Technical College.

_____ Date _____

Student Signature

Leave of absence Noted _____ Date _____