

Leave From Studies Form

AAPoly Programs



ACADEMIES AUSTRALASIA

POLYTECHNIC

Please write in CAPITAL LETTERS only in a black or blue pen

Section A: Personal Details

AAPoly Student ID:

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VISA Type:

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First Name:

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Family Name:

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Australian Mobile Number:

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Section B: Course / Program Details

Enrolled Program

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Course Start:

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| D | D | / | M | M | / | Y | Y | Y | Y |
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Course End:

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| D | D | / | M | M | / | Y | Y | Y | Y |
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Section C: Period of Leave from Studies

Leave Start:

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| D | D | / | M | M | / | Y | Y | Y | Y |
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Leave End:

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| D | D | / | M | M | / | Y | Y | Y | Y |
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Section D: Reason for Leave from studies (tick all that apply)

Family Issue Health Issue Legal Issue

Other (please describe)

Section E: Supporting Evidence (attach original or certified copies to this form)

Travel Itinerary Medical Letter Legal Summons Statutory Declaration

AAPoly Student Statement of Purpose Other (please describe)

Section F: Student Declaration

The information provided on this form is collected for the primary purpose of processing your Leave from Studies request. I have read the AAPoly statement (available at <http://www.aapoly.edu.au/student-policies>) on privacy and the purposes for which my personal information will be used. I declare that the information I have provided on this form and in support of my application is accurate and complete. I acknowledge that the provision of incorrect information or the withholding relevant information may delay the assessment of my application. I understand that if my application is not approved, I can access the Complaints and Appeals procedure (available at <http://www.aapoly.edu.au/gcprocedure>).

Student Signature: _____

Date:

Office use only

Evidence Attached

Received by: _____

Date:

Approved

Rejected

Signed by: _____

Date:

Head of Department / Program Coordinator

Reason: _____

Paradigm Updated Class List updated LMS Updated Reported via PRISMS Student Notified