



LEAVE APPLICATION FORM.

STUDENT'S PERSONAL DETAILS				
Title:	<input type="checkbox"/> MR	<input type="checkbox"/> MRS	<input type="checkbox"/> MISS	<input type="checkbox"/> MS <input type="checkbox"/> DR
Family Name:			Given Name:	
Student ID:			USI No:	
Course Code:			Course name:	
Address:			Post Code	
Contact no:			Email:	
Request for: (Please tick the following)				
<input type="checkbox"/> Deferment	From:			Till:
PLEASE TICK THE REASON FOR REQUEST.				
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Compelling/compassionate Reasons	<input type="checkbox"/> Future intake/Date		
<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Financial Circumstances	<input type="checkbox"/> Transferred to another course		
<input type="checkbox"/> Visa Cancellation	<input type="checkbox"/> Others; Please specify _____			
International students must state the reason and provide documentation for deferring/suspending their studies as ASCA is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.				
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Travel Documents	<input type="checkbox"/> Mails	<input type="checkbox"/> Supporting certificates	
<input type="checkbox"/> Offer Letter /eCoE – New Provider		<input type="checkbox"/> Others; Please specify _____		
POINTS TO BE NOTED:				
<ul style="list-style-type: none"> Please note that the institute will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached. Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferment, suspension or cancellation. In case where deferment or suspension has not been granted, students are required to attend their classes at ASCA as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs. Students have the right to appeal through ASCA's complaint and appeal process, in accordance with standards 10 (Complaints and appeals) of National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk. <p>Please note: It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.</p>				
STUDENTS DECLARATION:				
<p>I understand that suspension or deferral may result in extension of my course duration and an extended eCoE, whereas, cancelling my course will result in the cancellation of my eCoE. I also understand that deferment/suspension/cancellation may affect my student visa and I need to seek advice from the Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.</p> <p><input type="checkbox"/> I have been advised of all the relevant consequences of the outcome of my request.</p> <p><input type="checkbox"/> I have been advised of all the relevant information in relation to the request made on this form.</p> <p><input type="checkbox"/> I am aware of my right to appeal.</p>				
Student Signature:			Date:	
OFFICE USE ONLY:				
Authorized person approval	Name			
	Signature		Date:	
Decision of Request	<input type="checkbox"/> Granted		<input type="checkbox"/> Not Granted	
Decision granted/not granted by:	Name			
	Signature		Date:	
Course Adjustment (If required):				