

PERMISSION OF LEAVE REQUEST FORM FOR INTERNATIONAL STUDENTS

Use this form if you are an international student and currently enrolled at Kenvale College and you are requesting leave during your studies. Domestic students are required to complete *1-03-007 Special Consideration Form*.

The College can only approve Leave for International students where compassionate and compelling circumstances exist. Students **MUST** provide documentary evidence to support a claim for a leave of absence as the Department of Home Affairs (DHA) may request this information from the College at a later date.

All applications based on medical grounds must be submitted with an official medical certificate/documentation. You must provide original or certified copies of medical certificates, a death certificate or supporting documentation from a registered psychologist or other relevant support staff. If you are leaving the country you must submit your flight details which includes dates of arrival and departure.

All documents must be provided in English, or as certified translations. You may be required to provide additional information as part of the approval process. To avoid administrative delays please ensure you have the relevant supporting documentation with you to submit with your application when seeking advice from Kenvale College.

You are required to continue your studies and attend classes until your application for leave is approved.

Permission for leave will not be granted if the student has fees outstanding to the College.

If your application is not approved you have the right to appeal the decision using *10-03-008 Complaints and Appeals Form*, available on Kenvale's website (*students-complaints and appeals*). If you choose to lodge a complaint or appeal, you must remain enrolled and attend all classes as normal until the process is complete and a final decision is confirmed.

Application Fees

The Permission of Leave application and assessment fee is \$50.00, for payment details please see Section E. Please note that once a candidate completes this form and pays the applicable fees, there are no refunds available (regardless of the outcome). All fees must be paid **PRIOR** to any actions being taken or applications will not be considered.

A. PERSONAL DETAILS

Student ID:	Title:
Surname:	Given Name:
Email:	Phone:

B. CURRENT COURSE DETAILS

Course Code:	Course Name:
Intake:	Year:

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C. REASON FOR LEAVE

Please provide the reason why you are applying for the leave, and kindly provide supporting documents. Kindly note that you should have compelling and compassionate reasons to apply for the leave.

Medical Condition Family issues/personal issues

Other; please advise:

D. DURATION OF LEAVE:

Please specify the period when you will take this leave	
Please advise when you intend to resume your studies at Kenvale College:	

If a student is requesting leave for a full trimester, they are required to also complete *1-03-027 Course Deferral Form*.

E. PAYMENT OPTIONS:

<input type="checkbox"/> Cheque	Made payable to Kenvale College
<input type="checkbox"/> Credit Card – please provide details	Card Type (please select) <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
	Card holder name/s:
	Credit card number:
	Expiry date:
<input type="checkbox"/> Bank Deposit	Bank account details: Bank Name: Commonwealth Bank Bank Address: Library Walk, Kensington NSW 2033 SWIFT code: CTBAU2S Account name: Kenvale College BSB no. 062 303 Account number: 1006 7300

F. DECLARATION AND SIGNATURE:

I declare and acknowledge that the information provided and the documents attached to this form are accurate and correct. I also declare that I understand that this request for leave is subject to approval and that I cannot take this leave unless I receive a written confirmation from Kenvale College, as doing so may lead to possible failure in the subjects I am enrolled in and I will be breaching my visa conditions.

I understand that if I fail to provide a compelling and compassionate reason, my request may not be approved.

I understand that if I do not resume my studies on the specified nominated date, then I have to apply for a further permission of leave, I will be breaching my visa condition and therefore lead to a student visa cancellation.

I understand that application fees will not be refunded, regardless of the outcome.

Student Name:	Student Signature:
Date:	
G. OFFICE USE ONLY:	
Academic Department: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Application Fees paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Compliance Department: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Head of Academic Department:	Compliance Department:
Signature:	Signature:
Date:	Date:
Note:	Note: