

DEFERRAL APPLICATION FORM - LEAVE OR ABSENCE

This form is for students who wish to apply for a leave of absence from their course.

Students on a student visa can only apply for a leave of absence (deferral) under very special circumstances.

Students will be made aware of the decision by email.

Please ensure that all fields are thoroughly filled and submit the form to Student Services at enquiries@ihBC.edu.au

STUDENT DETAILS

First Name : _____ Student ID : _____
Last Name : _____ Current Course : _____
Phone No. : _____ Starting Date : _____ USI No : _____
Address : _____ in Australia _____ Postcode : _____

DEFERRAL

Date of intention to start deferral: DD / MM / YY _____

Date of intended return: DD / MM / YY _____

SUPPORTING DOCUMENTATION

Please provide documents supporting your request.

Evidence provided:

- Medical certificate
- Police report
- Death certificate
- Statutory declarations
- Other relevant documents

DECLARATION

- I declare to the best of my knowledge that the information supplied on this form is true and accurate.
- I have read and understand the student enrolment and progression policy.
- I have attached to this request all documents to support my application.
- I have sought advice from the Department of Home Affairs on the impact on my Visa Yes No

Signature: _____ Date: _____

DECISION

Decision comments: _____

Director signature: _____ Date: _____