

STUDENT LEAVE OF ABSENCE REQUEST FORM

SECTION 1 TO BE COMPLETED BY THE STUDENT

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| STUDENT NAME: | | STUDENT ID: | | |
| COURSE: | | INTAKE: | | |
| COURSE START DATE: | | END DATE: | | |
| I AM REQUESTING A LEAVE OF ABSENCE FROM MY STUDIES: (Select at least one) | FROM: | UNTIL: | | |
| | <input type="checkbox"/> | 1.1 Because I am currently unwell / unfit for studies. <i>Evidence required:</i> A copy of your medical note from an Australian General Practitioner which states you are unfit for studies for the applied leave dates. | | |
| | <input type="checkbox"/> | 1.2 Because I must attend to my visa which must be renewed or re-applied. <i>Evidence required:</i> A copy of your current Australian visa which should have a maximum of 3 months to expiry date. If you have more than 3 months to expiry of your visa, KIC will not entertain your application. | | |
| | <input type="checkbox"/> | 1.3 Because I must travel overseas for important personal matters. <i>Evidence required:</i> Any evidence relative to the personal matters that you need to attend to, and which are either relevant to compassionate reasons or compelling circumstances. | | |
| | <input type="checkbox"/> | 1.4 Because I was summoned / subpoena an Australian tribunal / court. <i>Evidence required:</i> A copy of the writ or court document which mentions the dates you must attend tribunal / court. | | |
| | <input type="checkbox"/> | 1.5 Because of other reason/s: | | |

STUDENT / EDUCATION AGENT DECLARATION & SIGNATURE:

I, the student, acknowledge and understand that:

1. A maximum of 1 month duration for a leave of absence from studies may be granted. (For longer duration, see our course variation form)
2. A leave of absence from my course where granted, may have a significant impact on my current studies and subsequently on my student's visa.
3. A leave of absence from my current course, where granted:
 - A. Will not incur any reassessment fees for one or more units deemed as not yet competent during the approved leave period if the unit is being reassessed per KIC reassessment policy but
 - B. Will incur fees per KIC re-enrolment policy if you are required to re-enroll the course due to not being eligible for reassessments.
4. The request for a leave of absence application may take up to 10 working days to be processed from the day we receive this form. *(Please kindly note that lack of evidence submitted, or inaccurate completion of this form may elongate the process).*
5. I have attached all my evidence to support my application and KIC reserves the right to either accept or deny this application fairly and equitably.
6. I need to forward this form, duly completed with supporting evidence to student support department: student.services@kingstoncollege.wa.edu.au.
7. Deliberate provision of false information and/or fraudulent document may lead to my Confirmation of Enrolment (CoE/s) being cancelled for violation of KIC code of conduct policy.
8. I can appeal against the outcome of this application within 7 days of receiving the outcome notification to the Principal Executive Officer in person. (Please book a meeting via student support. If you are outside of Australia, you should request for an online meeting with the Principal Executive Officer).

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| STUDENT SIGNATURE: | | DATE: | |
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SECTION 2 TO BE COMPLETED BY KINGSTON INTERNATIONAL COLLEGE (KIC) ACADEMIC MANAGER:

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| 2.1 The Academic Manager has deemed this application as: | <input type="checkbox"/> | SUCCESSFUL | <input type="checkbox"/> | NOT SUCCESSFUL |
| 2.2 Reasons provided by the Academic Manager for the application outcome: | | | | |
| ACADEMIC MANAGER: | SIGNATURE | DATE: | | |

SECTION 3 TO BE COMPLETED BY KINGSTON INTERNATIONAL COLLEGE (KIC) ADMINISTRATIVE DEPARTMENT:

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|--|--------------------------|------------|--------------------------|-----------|
| 3.1 The student has been emailed the outcome of the application. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3.2 The student Wisenet profile logbook has been updated with a copy of this finalized application by the admin department. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |