

Application for Leave of Absence Form for Higher Education Domestic and International Students

- This form must be completed by all students wishing to apply for a Leave of Absence from their studies at APAC.
- Please refer to the *Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure* or *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* for more information on Leave of Absence assessment and processes.
- This form needs to be submitted on or before the relevant trimester Census Date. Academic and financial penalties may apply if this application is submitted after Census Date has passed.
- **Note for International Students:** A successful application for Leave of Absence may affect your student visa. Please contact the Department of Home Affairs (DHA) regarding the potential impact an approved Leave of Absence from your studies may have on your student visa before submitting this application.
- All relevant fields **MUST** be completed for the form to be processed.

1. Student Details

Student Name: _____ Student ID: _____

Mobile Phone: _____ Personal Email Address: _____

2. Course your Leave of Absence Relates to:

<input type="checkbox"/> BSSACT Bachelor of Screen and Stage (Acting)	<input type="checkbox"/> BSSSCP Bachelor of Screen and Stage (Screen Production)	<input type="checkbox"/> BSSSND Bachelor of Screen and Stage (Song and Dance)

3. Period of Absence

Requested Trimester (Absence): _____

Effective Date: _____ Expected Return Date: _____

4. Reason for Leave of Absence Request

Note for International Students: International students applying for Leave of Absence must provide documentary evidence of compassionate or compelling circumstances. Examples of such circumstances can be found in the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure*.

5. Declaration

- For Domestic Students - I have read and understood the *Domestic Student Deferment, Suspension and Cancellation of Study Policy and Procedure*.
- For International Students - I have read and understood the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* and understand the potential impacts of an approved Leave of Absence on my student visa.

Signature of Applicant: Date:

6. Submitting your Application for Deferment

Return this form to:

- Email: admin@apac.edu.au
- Deliver: APAC reception, Level 5 102 Adelaide Street. Brisbane

7. Assessment of your Application

Your application will be processed based on the date stated in the declaration.

8. Office Use Only

Leave of Absence Confirmed

Leave of Absence Effective Date

Director of Higher Education Signature:

Administration Process:

Students' course status is updated in SMS.

For international students, PRISMS has been updated with approved LoA dates.

Form loaded in Student's file in SMS.

Automated email sent to Student.