

## Application for leave of absence Form

### International Students

This form is to be completed by international students who wish to apply for a leave of absence. A leave of absence will be granted in compassionate or compelling circumstances as per organisation's Deferral, Suspension and Cancellation Policy and Procedure. Students are required to provide documentary evidence of such circumstances.

Your visa may be affected by your application so you should contact DHA on 131881 to discuss.

Student name:

Student Id:

Course enrolled:

Date of Application: / /

I wish to apply for a leave of absence from the course I am enrolled in with organisation, I wish to have this absence for the following for the following reason:

I have discussed the reasons for the leave of absence with the admission team ☐ Yes ☐ No

Have your contact details changed since you last advised us of them? ☐ Yes ☐ No if yes, please provide the following details:

Residential Address:

Suburb:

Postcode:

Telephone:

Mobile:

Email:

Student's Name:

Student's Signature:

Date: / /

**Please forward this completed form to our office on the details below :**

Institute of Business and Management (Victoria)'s Admission team on email: [info@ibm.vic.edu](mailto:info@ibm.vic.edu)

(Upon receipt of this form and approval of your application, your application will be assessed, and you will be notified of the outcome)