



GLOBAL Leave from Studies Request Form

HIGHER EDUCATION

Submit the completed form to Student Administration Office, Level 2, 127 Rundle Mall, Adelaide, South Australia, 5000.

STUDENT INFORMATION

GHE STUDENT ID

FIRST NAME

LAST NAME

DATE OF BIRTH

GENDER

MALE

FEMALE

OTHER

Are you an International Student Studying in Australia?

YES NO

CONTACT DETAILS

MAILING ADDRESS

SUBURB/TOWN/CITY

COUNTRY

POSTCODE

MOBILE NO

eMAIL

PROGRAM DETAILS

PROGRAM CODE

PROGRAM COMMENCEMENT DATE

PROGRAM NAME

Provide a brief description of your reason/s for requesting Leave from Studies. (you may attach a separate letter if required)

LEAVE COMMENCEMENT DATE

SUPPORTING DOCUMENTATION

RETURN TO STUDY DATE

Letter explaining reasons/s for request

Evidence of exceptional circumstances

(Example: Health Care Professional's Certificate if applicable)

Leave of absence restrictions

* A leave from studies may only be granted if you have accepted or confirmed your course (i.e. currently enrolled)

* Until the leave is approved, students must maintain their enrolment and pay all fees by the due dates.

* Your enrolment will lapse if you go on an unauthorised leave from studies. International students who go on an unauthorised leave from studies will breach their student visa conditions, will be cancelled due to inactivity, and will have their Confirmation of Enrolment (CoE) terminated.

* The supporting documentation for compassionate/compelling circumstances must be from an independent authority or source, and clearly indicate what the compassionate/compelling circumstances were, when they occurred, how long they lasted (or are expected to last), and the level of impact the circumstances have had (or are likely to have) on your studies.

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects.

I have obtained recommendations from Global Higher Education staff and have attached all supporting documentations.

I have read and understood Global Higher Education Leave from studies policy and Procedure and am aware of the requirements of Global Higher Education Student Fees, Charges and Refunds Policy and Procedure.

Student Signature

Date

GLOBAL HIGHER EDUCATION APPROVAL

APPROVED

NOT APPROVED

IF APPROVED, will the duration of the course be impacted

YES NO

STUDENT EXPECTED COURSE END DATE

REASON NOT APPROVED

COMMENTS

NOMINATED OFFICER

Signature

Date

STUDENT ADMINISTRATION (official use only)

STUDENT MANAGEMENT SYSTEM

ENTERED BY

FINANCE

Date

COMMENTS