



AUSTRALIAN COLLEGE OF TRADE

<b>Number:</b>	VCID.SMS.16
<b>Version:</b>	2020 V1
<b>Date of Issue:</b>	JAN 2020
<b>Student Category:</b>	ALL

**Application to Defer or Suspend Enrolment**

**Definitions:**

**Deferment:** Is a delay to the commencement of the Course/s

**Suspension:** Is Leave of Absence that occurs during the course/s

Application is for: Leave  Deferment

**Personal Details**

Course Code:  Course Name:

Student id #:  Unique Student Identifier (USI):

Family name:

Given name(s):

Date of birth: Day:  Month:  Year:

Address:

Phone number:  Mobile number:

**Leave of absence for students**

Students can apply to take Leave of Absence (LOA) in certain compelling or compassionate circumstances. Definitions and examples can be found in the college's policies and procedures that are available at the website link: <http://www.acot.vic.edu.au>.

In addition, **International students** can only take Leave of Absence (LOA) as defined by the National Code 2018 and the ESOS Act under the guidelines for "Compassionate and compelling circumstances". Definitions and examples can be found at the following website link: <https://internationaleducation.gov.au>. The Department of Home Affairs policy requires that students who have been granted LOA should depart Australia within 28 days from the date that leave has been granted, except in extraordinary circumstances.

Please list the course/s from which you wish to take Leave of Absence

Course Code:  Course Name:

Have you previously been granted Leave of Absence from this course?

YES  NO

Leave of Absence is effective from  to

**My reason for taking Leave of Absence is:** (please print clearly)

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**Please Note:**

Attach evidence of your reasons for taking Leave of Absence e.g. medical certificates, death certificates.

**International Students**-a copy of your return flight ticket must also be provided to verify that you are returning on the date as specified in your request. Please note that approval of leave will not be granted without this documentation.

**Student Declaration**

I understand the following:

1. Leave of Absence shall be granted if the request fulfils the college's policies. **For International students, all requests must also fulfil ESOS requirements.**
2. Upon the expiration of my Leave of Absence, my place in the course will be discontinued if I fail to re-enrol or attend within 14 days of the date I was scheduled to return.

**Student's Signature:**  **Date:**

Office use only

Leave of Absence is not granted  Leave of Absence is granted

**Signature Director of Studies:**  **Date:**