

LEAVE OF ABSENCE DECLARATION FORM FOR INTERNATIONAL STUDENTS ON STUDENT VISAS

HOW DO I APPLY FOR LEAVE OF ABSENCE?

If you think that you are unable to continue your studies, contact the Institute to discuss leave of absence from your course.

WHAT HAPPENS TO MY STUDENT VISA?

If you are granted leave, the Institute must notify the Department of Immigration (DIAC) of the changes in your enrolment. The reason for taking leave will affect your student visa.

Leave for compassionate or compelling circumstances

If you are granted leave of absence for compassionate or compelling circumstances, you may remain in Australia. Your visa will remain valid to resume your studies by the approved end date of your leave. Compassionate or compelling circumstances could include: serious illness or injury; pregnancy; course structure; involvement in a serious accident or serious crime; or illness or bereavement of close family members. You must enclose supporting documentation (e.g. medical certificates) to support your claim. If leave of absence changes the expected duration of your course, you will receive a new Confirmation of Enrolment (COE). You may need to renew your student visa before it expires if the duration of your course is extended beyond the expiry date of your visa.

No supporting documentation provided

If you are granted leave of absence and have not provided documentary evidence that compassionate or compelling circumstances exist, the Institute must inform DIAC that you have ceased your studies. Your CoE will be cancelled and your student visa may be cancelled.

Leave for other reasons

If you are granted leave and there are no compassionate or compelling circumstances, the Institute must inform DIAC that you have ceased your studies. Your CoE will be cancelled and your student visa may be cancelled. You have 28 days from the start date of your leave to depart Australia or make other visa arrangements with DIAC. Before you return to Australia to resume your studies, you must obtain a CoE and apply for a student visa.

FURTHER INFORMATION

Please contact the Administration team for further support and information

T: 1300 1 LEARN (53276)

E: info@astartraining.edu.au

W: astartraining.com.au

STUDENT TO COMPLETE

Personal Information:

Name:

Mobile:

Leave of absence details:

I have applied for Leave of Absence from:

Course:

Start Date:

Return Date:

Please explain the reason for your leave:

Please attach:

- ☐ copy of passport (identification page) and student visa
- ☐ Supporting documentation if leave is for compassionate or compelling circumstances

If leave is granted for compassionate/ compelling circumstance:

- ☐ I will remain outside Australia for most of the leave period
- ☐ I will remain inside Australia for most of the leave period
- ☐ I am undecided

Declaration and signature

Please sign and return this form and your supporting documents to administration on
info@astartraining.edu.au

When your leave is approved, further information further information about the status of your CoE and student visa will be sent to the email address provided.

- The information provided by me is true and complete
- I understand the implications for my student visa
- I have attached all required supporting documents

Signature:

Date: