

## Part A: Student Details

Student Number ID:

Family Name:

Given Name:

Course Name:

Course Code:

Email:

Address:

Primary Phone:

Course Start Date:

Course End Date:

## Part B: Details of Leave of Absence

Serious illness or injury (attach medical certificate)

Bereavement of family or another traumatic experience (attach supporting evidence. e.g. a letter from a counsellor)

Unusual course structure (supporting statement required from College on the reverse of this form)

Other (please specify):

Leave of Absence Start Date:

## Part C : Student Agreement

The information provided by me is true and correct

I have consulted with responsible ECA staff about my options.

I have attached supporting documents as required by the form

I have read and understand the information above

## Part D: Information for Students

Once ECA has received all required information, you should allow seven working days for processing of an application.

How to complete and submit his form:

1. Complete the form as follows:

- Complete Part A and Part B to request Leave of Absence, and

• Complete Part C: Student Agreement Section

2. Obtain approval from your college (usually your program manager, course coordinator or supervisor)

3. Attach supporting documentation to the form, as required by part B and C For example:

- A doctor certificate to support illness or injury.
- A copy of a study plan from your College, where you have been identified as at risk of making unsatisfactory progress.
- A copy of your up to date overseas health cover card

4. Submit the form to ECA College.

Other important information you need to know:

- ECA College can only approve a request for a leave of Absence, in limited circumstances. Leave of absence may only be approved on ground of medical illness or exceptional compassionate circumstances and only for one semester. This is in line with Visa requirement.
- You must leave Australia within 28 days after the leave of absence has been approved.
- You must not return to Australia until your approved leave of absence is finished.
- Your application must be authorised by the Student Services Officer responsible for your course.

I declare that to the best of my knowledge the information supplied on this form is correct and complete, and I agree to abide by the regulations of ECA College.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_