



Australian Skills Centre Pty Ltd t/as Austech Business Institute
ACN: 132 817 997 | ABN 95 132 817 997
RTO Provider Code: 91744 | CRICOS Provider Code: 03249F
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Request Leave Form

Name.....**Student ID**.....

Request Leave - Please read the conditions outlined below before requesting leave.

Leave Conditions:	<p>ABI will allow leave <i>only</i> under exceptional compassionate circumstances. The leave must be granted before the leave takes place.</p> <p>Examples of circumstances where leave may be approved (not exhaustive list):</p> <ul style="list-style-type: none"> • Medical Reason • Family Emergency • Death and/or Physical Injury • Compassionate Grounds <p>Examples of circumstances where leave will not be granted:</p> <ul style="list-style-type: none"> • Vacation • Leisure Travel Trip <p>In all cases where the institute does approve of you taking leave, DIAC is informed of the details of your leave and the evidence you have provided.</p> <p>If you are unwell and unable to attend institute for a few days, we recommend you visit a doctor and get a doctor's certificate from a registered general practitioner. The medical certificate may be required by the college if your attendance falls below 80% for the term.</p>
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Apply for Approved Leave

Requested From:	____/____/____ (Date/ Month/ Year)	Enter the date you would like your leave to start.
Requested To:	____/____/____ (Date/ Month/ Year)	Enter the last day you will be on leave.
Reason:		Enter your valid reason for applying for leave. It must be specific e.g. details of medical evidence (date, nature of illness, doctor's name, registration number and qualifications) OR details of exceptional compassionate circumstance (how are these beyond your control)
Evidence:		List the supporting evidence provided to the institute to assist in determining application for leave.