



INS0034

UTS College Student ID Number

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Leave Special Request - English Students

Date of application:		
Family Name:	Given Names:	
Sydney Address:	Postcode:	
Email Address:	Date of Birth: (DD/MM/YY)	
Sydney Phone:	Mobile Phone:	
Visa Expiry Date: <small>Please bring your passport, or copy of visa, when completing this request.</small>	Current Block:	Current Level & Class:
I wish to take leave in block:	Block Dates: (DD/MM/YY) From: _____ To: _____	
Reason:		

Conditions

1. Student must include official documentation to support the application, e.g. medical certificate from a registered doctor or hospital, police report, airline ticket, etc.
2. Students who hold a foreign government scholarship may need written approval from their Embassy or Cultural Mission before UTS College finalises approval of the leave.
3. Students under the age of 18 need written approval from their parent(s) or legal guardian before UTS College approves the leave.
4. If a student plans to leave Australia during the leave, it is their responsibility to check that they have a multiple entry visa so that they can return to Australia to resume studies.
5. Student acknowledges and agrees for the Student Centre to issue a new offer and e-COE with a revised commencement date for their academic program.
6. Students must be aware that deferring, suspending or cancelling their enrolment may impact the cost of their course and/or student visa.

I have read, understood and accept the above conditions.

Student's Name:

Date:

By checking this box, I agree to my submitted application being processed, and the Terms & Conditions at the end of this form. For students under 18 years of age

Parent/Guardian Name:

Date:

* Homestay hosts are not permitted to sign as parents or guardians.

By checking this box, the parent/guardian agrees to the submitted application being processed, and the Terms & Conditions at the end of this form.

OFFICE USE ONLY**Documents Received**

Sponsor Approval Scholarship

Email sent to Sponsor for Approval on _____

Notes: _____

Education

SACM student?	Yes	No
MCOM Date to be changed?	Yes	No
Approved by (staff name)		
Signature		

Date

New Completion Date

Student Centre

LOA Sanction applied to S1

New e-CoE required? Yes No

New e-CoE issued and provided

Comments:**Lodging the Signed Form**Email (Preferred Lodgement Method): studentcentre@utscollege.edu.auIn Person:

UTS College
 UTS Building 5, Block C, Level 1 (Ground Floor)
 1-59 Quay Street, Haymarket

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 (UTS College) is a controlled entity of the University of Technology
 Sydney (UTS), and as an institute of higher education, UTS College
 provides pathway courses to UTS.

Terms & Conditions

For students:

By submitting this form, I acknowledge and agree to the following.

- a) To the best of my knowledge, the information provided in this form is true and correct.
- b) I have read, understood and accept the conditions (if any) set out in the form.
- c) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available [here](#).

Students under 18:

For parents/guardians if the student is under 18:

By submitting this form, I acknowledge and agree to the following.

- a) I am the parent/guardian of the student to which the form relates.
- b) To the best of my knowledge, the information provided in this form is true and correct.
- c) I have read, understood and accept the conditions (if any) set out in the form.
- d) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available [here](#).