



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: (DD/MM/YY) <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 signature: _____ **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's signature: _____ **Date:** _____

(For students under 18 years of age *Homestay hosts are not permitted)

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 ____/____/____
(DD/MM/YY)

Notes: _____

Education

SACM student? Yes No

MCOM Date to be changed? Yes No

Approved by (staff name) _____

Signature _____

Date

____/____/____
(DD/MM/YY)

New Completion Date

____/____/____
(DD/MM/YY)

Student Centre

LOA Sanction applied to S1 .

Initial _____

New e-CoE required? Yes No

New e-CoE issued and provided

Comments:

UTS College Student Centre

A Ground Floor, 187 Thomas Street, Sydney 2000 Australia

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UTS College Limited ABN 39 001 425 065 | CRICOS Provider Code: 00859D / TEQSA Provider Identification No: PRV12022, Provider Category: Institute of Higher Education

University of Technology Sydney CRICOS Provider Code: 00099F / TEQSA Provider Identification No: PRV12060, Provider Category: Australian University

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

Version September 2024 1306086038_0924