



INS0033

UTS College Student ID Number

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Leave 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:		

Please tick the box below if your study plan includes UTS Foundation Studies and/or a Diploma program.

Yes, I am studying UTS Foundation Studies and/or a Diploma program upon completion of my English studies and I agree for UTS College to make appropriate changes to my study plan, including issuing a new offer and CoE(s).

Conditions

1. Applications for leave should be requested no later than Friday of Week 8 of the block before the leave begins.
2. After 20 weeks of continuous study, a student is eligible to take a break of 10 weeks if:
 - a) Their overall attendance, as well as attendance for the current block, has been over 80%;
 - b) In taking leave, they remain on track to reach the level of English required for their further studies (eg Diploma or degree); and
 - c) UTS College considers the break is in the student's best interest.
3. Leave must be taken in a single ten week block.
4. 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.
5. Students under the age of 18 need written approval from their parent(s) or legal guardian before UTS College approves the leave.
6. 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.
7. 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.
8. 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.

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: _____

EducationSACM student? Yes NoMCOM 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 _____ Date ____/____/____
(DD/MM/YY)New e-CoE required? Yes No

New e-CoE issued and provided

Initial _____ Date ____/____/____
(DD/MM/YY)**Comments:****UTS College Student Centre** (preferred email to) studentcentre@utscollege.edu.au

Address

 UTS College
 UTS Building 5, Block C, Level 1 (Ground Floor)
 1-59 Quay Street, Haymarket
T +61 2 9218 8600 F +61 2 9281 9875 W www.utscollege.edu.au
 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.

UTS Foundation Studies CRICOS course code:

2 Semesters (Standard) CRICOS course code: 082432G | UTS course code: C30019

3 Semesters (Extended) CRICOS course code: 082433G | UTS course code: C30020

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