

# LIFETIME INTERNATIONAL TRAINING COLLEGE



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## STUDENT LEAVE FORM

Student Details:

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Student ID: LT- \_\_\_\_\_

Current street address: \_\_\_\_\_

State: QLD Post code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I wish to apply for leave from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Reason

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documented proof **MUST** be attached with this form (Please tick): \_\_\_\_\_

Medical certificate  Death certificate  Other

I am aware that I will need to inform the College in advance (minimum 2 working days) if I need to extend my leave or this will be marked as an absence, which will affect my attendance and may cause my CoEs to be cancelled. This will then affect the status of my student visa, where I will need to seek advice from DEER.

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

\_\_\_\_\_  
Date

**For Office use only:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware and have approved/ disapproved leave/s during the academic year to the student as mentioned above.

\_\_\_\_\_

Authorized signature: \_\_\_\_\_

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