

Leave Application Form



MECHTECH
INSTITUTE
RTO :- 46536
CRICOS :- 04431M

Leave Application Form

This form is to be completed by overseas students who wish to apply for a leave of absence. Deferral of studies will be granted in compassionate or compelling circumstances as per MechTech's Deferral, Suspension and Cancellation policy and procedures. Students are required to provide supporting documentary evidence of such circumstances.

Your visa may be affected by your application for leave, so you should contact DHA on 131881 to discuss any visa implications.

'Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
- obereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel, and this has impacted the overseas student's studies;
- a traumatic experience, which could include:
 - involvement in, or witnessing of, a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted the overseas student (these cases should be supported by police or psychologists' reports); or
- where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

This process is undertaken in alignment with the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, Standard 9 – Deferring, suspending and cancelling the overseas student's enrolment.

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RTO Name:	MechTech Institute	RTO Code:	46536	CRICOS Code:	04431M

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Student Details

Student Name:	Click or tap here to enter text.	Student ID:	Click or tap here to enter text.
Date of Application:	Click or tap to enter a date.	Course:	Click or tap here to enter text.
I wish to apply for a leave of absence from my studies at MechTech for the following reason/s:			
Click or tap here to enter text.			
Duration of leave <i>Note that we may be required to suspend your CoE for a maximum of 12 months</i>	Click or tap here to enter text.		
Address while on leave	Click or tap here to enter text.		
Phone Number:	Click or tap here to enter text.	Mobile:	Click or tap here to enter text.
Email:	Click or tap here to enter text.		

Student Declaration

<input type="checkbox"/> The information provided is true and complete.			
<input type="checkbox"/> I accept that my enrolment may be suspended due to the leave of absence. If my suspension means I cannot finish my course by the CoE end date, a new CoE will be created, and this may impact my visa.			
<input type="checkbox"/> I accept that where my leave of absence results in commencement of studies in a new study intake, the fees for the course may be increased, and I understand the implications for my student visa.			
<input type="checkbox"/> I have attached all required supporting documents.			
Student Signature			
Student Name	Click or tap here to enter text.	Date	Click or tap to enter a date.

Please return this form to the admissions office at the MechTech. We will advise you of the outcome of your application within 10 days. If your deferral is approved, further information about the status of your Confirmation of Enrolment will be sent to you.

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RTO use only			
Deferral Approved	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Comments:
Processing completed	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Declaration			
<p>I hereby declare that in processing this deferral application:</p> <ul style="list-style-type: none"> • Every reasonable effort has been made to support the participant to continue their training wherever possible. • A suspension of no more than twelve (12) months has been permitted from the date of receipt of the participant's notice of deferral. • The participant has been advised of the potential academic and fee implications of taking the leave outside of their scheduled holiday periods. • The participant has been informed that failure to recommence studies within twelve (12) months from the date of deferral will be deemed a discontinuation of their studies, and the course will be cancelled accordingly. • I have reviewed the evidence provided by the student and the circumstances surrounding the deferral and can confirm that compassionate and compelling reasons exist for the approval of this deferral. • Where required, the required Student Course Variation (SCV) has been submitted in PRISMS, and a new Confirmation of Enrolment (CoE) has been created and issued to the participant to reflect the approved suspension. • The participant has been advised that failure to return and recommence studies as agreed will result in the enrolment being deemed discontinued, and course cancellation procedures will apply. 			
Responsible officer	Click or tap here to enter text.	Date:	Click or tap to enter a date.