



Application for Leave of Absence

This form is to be completed by International students who wish to apply for a leave of absence during the course. A leave of absence will be granted in compassionate or compelling circumstances as per ATQ COLLEGE's policy.

Also, students must provide with evidence of such circumstances.

Students are required to consult with ATQ staff first before you submitting this form.

Student Details			
Given Name		Surname	
Student ID		Email	
Current Address		Mobile Number	
Current Course			

Details of Leave Requested			
Reason for Request: (Please give us compassionate/compelling reason for your request)			
Date from		Date to	
Evidence Submitted	<input type="checkbox"/> Return Flight ticket <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Others (_____)		

Student Declaration

*I declare that the above is a true statement and that by signing below I agree not to make any further claims against ATQ COLLEGE.

*I take full responsibility for this decision and understand that ATQ COLLEGE will inform Department of Home Affairs via PRISMS, If I do not comply with student visa requirements.

Student Signature _____ Date _____

OFFICE USE ONLY

Name:		Date of Approval/Refusal:	
Position:		Signature:	
Reason for refusal (if applicable):			