

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS

Note: Important Information

- **All students** - must submit this form at least 2 weeks prior to your intended Leave.
- **Approval for leave** will only be considered when the leave is supported by compassionate or compelling circumstances.
- **Under 18 students** - must contact the International Student Support Advisor (ISSA). The ISSA will advise on the further details you must provide as part of your Leave application.
- **Sponsored students or their dependants on any type of visa** - must supply a Leave approval letter from their sponsor specifying the approved leave dates and the new study end date. No Leave will be approved without this letter.

Student details (applicant to complete)

Student Number **Date of birth**

Family name **Given names**

Mobile **Email**

Address

City / Suburb **State** **Country** **Postcode**

Visa type **TQELP Class**

Reason for Leave

I have provided evidence detailing the reason for my leave

Number of weeks 1 2 3 4 **Number of Days**

Leave Dates From To

Date returning to class

Are you under 18 yrs old? Yes No If yes, contact the International Student Support Advisor.



Student Declaration

I understand I may not meet the English Language level for my next TAFE Queensland program by the date required for program entry. The TQELP Department Director or delegated officer has advised that I may require an additional _____ weeks of TQELP study to meet the English Language requirement required for my next program.

I understand if I take Leave it may change the date of entry to my next TAFE Queensland program and I may be required to study extra weeks to meet the conditions of my visa or program entry.

I am not entitled to apply for refund for any tuition fees for this period of leave and tuition fees will be re-allocated to any unused portion of TQELP. Re-allocation of tuitions fees will not apply to any TQELP promotional free weeks.

Name

Signature **Date**

Privacy Statement

TAFE Queensland is collecting the information on this form in accordance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to assist you in your application for a Leave. Only TAFE Queensland officers will have access to this information. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law.*

TQELP Administration Office use only

1. To be completed by TQELP Administration

Original Start Date **Original End Date**

Weeks of TQELP

If Student is Under 18, please contact the International Student Support Advisor, PRIOR to approval

Extension to end date Yes No **New End Date**

Director of Department or delegated officer signature

Date

2. If extension is granted, ISAS Actions to be completed by International Student Administration

Date processed **TQELP Administration Advised**

Processed by **Confirmed new end date?** Yes No