



<b>Student Name:</b>	
<b>Course Name:</b>	
<b>First date of leave:</b>	
<b>Date returning to classroom:</b>	
<b>Requested Leave From:</b>	
<b>Date returning on:</b>	
<b>Total Days:</b>	

Instructions: Each application must have a letter attached, which outlines the reason/s for applying for Leave and evidence of the special circumstances. International Student visa holders must also attach a copy of the departing and returning airline ticket and/or itinerary. Applications that do not include these attachments will not be processed. All applications will be assessed as per KII's "Leave Policy" and may vary from person to person.

You may also be asked to provide additional evidence to support your application.

<b>Reason for leave</b>	

<b>Students' Signature</b>		<b>Date:</b>	
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## STUDENT DECLARATION

**I am aware that if I proceed to suspend my studies temporarily against the recommendations of the College, that it will impact negatively on my study schedule.**

**I accept that repercussions such as a heavy study load or course extension may be necessary to obtain satisfactory course progress (It may incur additional fees).**

**I am also aware that as an international student, if I take Special Leave other than for compelling and compassionate circumstances, the College must advise DHA, and my visa may be affected.**

Student's Signature		Date:	
<b>Trainer's approval</b>			
Comments:			
Trainers' Signature		Date:	
<b>Office Use only:</b>			
<input type="checkbox"/> Course Progress Checked # of NYC Units: _____ <input type="checkbox"/> Start Dates of Repeat Units (if any): _____ <input type="checkbox"/> Outstanding/overdue fees (if any): _____			
Student Support Manager's recommendation _____			
<b><i>Copy must be retained on file and in the student documents on student Management System</i></b>			
Date Application received		Date application approved:	
Comments (if any)			
Timetable/course schedule updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	DHA advised by (if applicable):	
Operation Manager's Signature		Date of approval :	
<b>Date Entered into Student Management System</b>			