



APPROVED LEAVE REQUEST FORM

STUDENT TO COMPLETE

Please read and complete all the required fields on this page.

STUDENT NAME:		STUDENT ID:	
MOBILE:		DATE:	
COURSE:		INTAKE:	
EMAIL:			

Requested approved leave commencement date:

Requested approved leave end date:

1. How to apply?

Students who wish to apply for leave from their current course must:

- 1.1 Contact student support who will provide you will all relevant information and/or documents.
- 1.2 Complete the approved leave request form by ensuring all data provided are accurate and true.
- 1.3 Attached all supporting document to their application (evidence) and submit to student support in person or where the student is unable to travel to college, via email.

All applications received, will be processed by student support post management review on a case by case basis and the student will be notified of the outcome by email within 20 working days of application.

The student can appeal any unsuccessful application as per GCA complaints and appeal policy.

2. What is considered as a compassionate reason and/or compelling circumstance?

The below are considered as acceptable grounds as a compassionate and/or compelling circumstance, but not limited to:

- 2.1 Serious illness or injury such as the student has an accident, falls seriously ill or contracts a serious medical condition.
- 2.2 Family bereavement.
- 2.3 Involvement of custody proceedings for their child, the student, or accompanying.
- 2.4 The student is pregnant.
- 2.5 Major political upheaval or natural disaster requiring emergency travel or immediate action
- 2.6 A traumatic experience, such as involvement in or witnessing a serious accident

GCA does not consider wedding ceremonies and/or religious parties as a compassionate and compelling circumstances.

STUDENT TO COMPLETE

Please select, tick the most relevant box/es and complete all the appropriate fields on this page.

I would like to apply for an approved leave request because:

1. Other (please specify):

2. I have a personal medical condition which temporarily prohibits me from studying. (Physical and/or mental condition).

Evidence required:

- 2.1 Medical note from an Australian General Practitioner/Doctor/Hospital which states you are unfit for study.
Medical note must also specify the start and end dates you are expected to be unfit for college.

(Offshore medical notes are considered as long as you can justify why you did not seek medical opinion in Australia and as long as medical notes are in English.)



3. My direct family member (brother, mother, sister, son, daughter, father, grandfather and/or grandmother) is gravely ill. Evidence required:

- 3.1 Medical note from General Practitioner/Doctor which states your family member is gravely sick and your presence at their will be beneficial to their recovery. Medical note must also specify the start and end dates your family member was sick and/or the expected dates your family member will be sick for where applicable.
- 3.2 If medical note is from overseas, it must be in English and you are required to provide a copy of your flight ticket (not booking) which shows the departure and return dates if you intend to travel.
- 3.3 Proof of linkage between you and the family member

4. My direct family member (brother, mother, sister, son, daughter, father, grandfather and/or grandmother) has passed away. Evidence required:

- 4.1 Death certificate for the deceased family member
- 4.2 If medical note is from overseas, it must be in English and you are required to provide a copy of your flight ticket (not booking) which shows the departure and return dates if you intend to travel.
- 4.3 Proof of linkage between you and the family member

5. I have been summoned to attend court by the Australian Government for a certain duration. Evidence required:

- 5.1 Court Statement which indicates the date/s you are required to attend court and/or
- 5.2 Police statement which indicates the date/s you are required to attend court.

I understand this approved leave request may impact my current COE/s. I have sought professional advice regarding any potential impact on my visa. I understand that deliberate provision of false information may lead to academic sanctions post investigation.

STUDENT'S SIGNATURE:	DATE:
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MANAGEMENT USE ONLY:
 The Administrative Coordinator is to make a judgment on the approved leave request and seek approval from the PEO.

The approved leave request has been deemed as: SUCCESSFUL or NOT SUCCESSFUL

Whether the approve leave request has been influenced by: **COMPASSIONATE REASON** and/or **COMPELLING CIRCUMSTANCE**

Details of compassionate reason/s and/or compelling circumstance/s: (If any)

Course of action to be taken (If any):

JAMES RAYNE PRINCIPAL EXECUTIVE OFFICER	DATE:
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ADMINISTRATIVE USE ONLY:

VETTRAK has been updated:	YES <input type="checkbox"/> or NO <input type="checkbox"/>	Student personal file has been updated:	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Student has been notified:	YES <input type="checkbox"/> or NO <input type="checkbox"/>	Date this form has been fully processed:	