

HOW TO APPLY

- Please read the **Leave of Absence Procedure and Refund Policy and Procedure** published on IGI's website before submitting this form.
- Complete this form and submit it accompanied by the appropriate evidence to support your request.
- The outcome of this request will be communicated to you in writing within 10 working days.

INTERNATIONAL STUDENTS

IGI will notify the Department of Education via PRISMS of your Leave of Absence. Please contact the Department of Home Affairs to discuss how this process may affect your student visa.

STUDENT DETAILS

Student ID: _____ Family Name: _____
 Given Name(s): _____ Date of Birth: _____
 Address: _____
 Phone: _____ E-mail: _____

COURSE

- | | |
|--|--|
| <input type="checkbox"/> Bachelor of Business Management | <input type="checkbox"/> Bachelor of Digital Marketing |
| <input type="checkbox"/> Associate Degree of Business Management | <input type="checkbox"/> Bachelor of Entrepreneurship and Innovation |
| <input type="checkbox"/> Diploma of Business Management | |

DETAILS

Leave of absence request **From:** _____ **To:** _____

REASON

Please provide information about your reasons to request a Leave of Absence:

Will you stay in Australia during this period? Yes No

EVIDENCE

- | | |
|--|---|
| <input type="checkbox"/> Medical Certificate | <input type="checkbox"/> Statutory Declaration |
| <input type="checkbox"/> Police Report | <input type="checkbox"/> Other relevant documents |
| <input type="checkbox"/> Death Certificate | |

STUDENT DECLARATION

- I declare that the information provided by me on this form is true and correct.
- I have read and understood *the Leave of Absence Procedure*.

Student's Signature: _____ Date: _____

IGI USE ONLY

LEAVE OF ABSENCE

Approved: Yes No

Notes:

Approved By:

Name _____ **Position:** _____

Signature: _____ **Date:** _____

Student advised in writing: YES

Recorded on student file: YES