



International College of Advanced Education

International Student Policy and Procedure Document

CRICOS Provider: 02864B

Leave Request Form

Instructions:

1. This form is for any student enrolled in a CRICOS registered course who wants to apply for leave.
2. Please attach any supporting documents to this form, e.g. medical certificates, birth certificates, psychological reports.
3. Any coursework extension request will be assessed in accordance with ICAE’s Attendance Policy. Please read this policy document before applying for your extension.
4. This form should be completed in full and returned with supporting documentation to info@icae.edu.au . Incomplete forms will not be accepted.

Student Name: _____ **Date of Birth:** _____
Course Start Date: _____ **Student ID #:** _____
Phone Number: _____ **Email:** _____

Leave Information

Commencing date of Leave:	
Return date of leave:	
Total number of Days or Hours	Days: Hours:

Reason for Requesting Leave: Please ensure you have documentation to support your statement.

I hereby confirm that this form is complete and correct, I have reviewed ICAE’s Attendance Policy and that all information provided in this application is truthful.

Student Signature: _____ **Date:** _____

Office use only:

Leave approved: YES NO Staff Name: _____ Student Account Updated: _____

Comments: _____
