

Application for Leave of Absence

Conditions

1. This form is for students to apply for a Leave of Absence from their course of study. The maximum period of leave that may be granted is normally two teaching sessions (semesters), either separate or consecutive.
2. You are required to have read the Governance Institute of Australia Enrolment Policy — Part D before completing this form.
3. Applications must be submitted before census date of the teaching session for which leave is sought, to be valid.

Personal contact details

Student's full name:

Governance Institute's student number (if known):

Course name:

Leave of Absence details

During this course, have you previously had a Leave of Absence?:	Yes No	If yes, please provide the semester and year :	
I wish to take a leave of absence for One teaching session:	Semester & year		
I wish to take a leave of absence for Two teaching sessions:	To commence from (semester & year):		
	Until (semester & year):		
	With planned return to study in semester & year:		
Reason for leave of absence: Please tick one option or provide details	Work commitments	Sick leave	
	Other (please state reason):		
Office use only	Approved:	Not approved:	Date:

Student declaration

I declare that all information provided by me in relation to this application is true and correct.
 I acknowledge that I have read, understood and will abide by Governance Institute's policies as detailed at www.governanceinstitute.com.au/courses-events/postgraduate-study-with-governance-institute-of-australia/academic-policies/

Signed

Date