



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: vocatoz@gmail.com Website: www.acvs.com.au

REQUEST LEAVE FORM

Name.....Student ID.....

| Request Leave | | |
|---|---|--|
| Please ensure you read the conditions outlined below before requesting leave. | | |
| Leave Conditions: | <p>ACVS will allow leave <i>only</i> under exceptional compassionate circumstances. The leave must be granted before the leave takes place.</p> <p>Examples of circumstances where leave may be approved:</p> <ul style="list-style-type: none"> You are going to hospital to have an operation A close relative has passed away You are about to give birth Natural disaster <p>Examples of circumstances where leave cannot be granted:</p> <ul style="list-style-type: none"> You would like to take a vacation A family member is visiting you from your country <p>In all cases where the college does approve of you taking leave, DIAC is informed of the details of your leave and the evidence you have provided.</p> <p>If you are unwell and unable to attend institute for a few days, we recommend you visit a doctor and get a doctor's certificate from a registered general practitioner. The medical certificate may be required by the college if your attendance falls below 80% for the term.</p> | |
| Apply for Approved Leave | | |
| Requested From: | ____/____/____ (Date/ Month/ Year) | Enter the date you would like your leave to start. |
| Requested To: | ____/____/____ (Date/ Month/ Year) | Enter the last day you will be on leave. |
| Reason: | | Enter your valid reason for applying for leave. It must be specific e.g. details of medical evidence (date, nature of illness, doctor's name, registration number and qualifications) OR details of exceptional compassionate circumstance (how are these beyond your control) |
| Evidence: | | List the evidence you will provide to the institute to assist us in determining your application for leave. |