



Kingston Institute Australia

Application For Deferral Or Leave

Student Details

Student ID:

DOB (DD/MM/YY) : / /

Course enrolled in:

Given/First name:

Family/Last name:

Address (where notification of outcome will be sent):

State:

Post code:

Email:

Contact phone:

Mobile:

Leave Details

I am applying for

Leave of Absence

Deferral

Dates requested for leave

From:

To:

Term:

Year:

Grounds for requested leave

Medical

Exceptional Circumstances

To be eligible the student must supply the following documents for approval (before departing Australia):

- a) An airplane ticket detailing departure and return dates
- b) Medical certificates and other supporting documents: original if from Australia and scanned copies if from overseas (from doctors from Australia or from the student's home country)
- c) Proofs of exceptional circumstances, if any
- d) A letter explaining why the leave is required.

Your application cannot be considered without the correct documents.

Declaration by the Student:

I acknowledge that if my period of deferral or leave results in the need to repeat a unit, a term or a period of study I will extend my COE end date if applicable and as per the ESOS Act and DIBP guidelines. I also acknowledge that this leave period may affect my student visa and I understand that I need to seek further information from Department of Immigration and Border Protection (DIBP) and will use their website, helpline (131 881) or attend the office regarding advice about my visa.

Student's signature: _____

Date: _____



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Office Use Only:

Supported by Student Support Officer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
Student Support Officer signature:			
Approved by Administrative Officer <i>Note: If approved, Admin Officer to modify account if applicable.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
If No: What amount is outstanding \$	What was the due date of these fees?		
Admin/Account staff signature:			
Processed by Admissions <i>Note: If approved, Admissions to notify Timetable Office</i>	Yes <input type="checkbox"/>	Date:	
Admissions staff signature:			