

APPLICATION FOR LEAVE OF ABSENCE

Leave of absence is only available to students in the Bachelor of Arts Screen: Production, Graduate Diploma in Radio, Master of Arts Screen (Year 2) and Master of Arts Screen: Business & Leadership in 2018. Applications must be made through the Student Centre and must be made by the relevant census date. Students should have successfully completed course requirements prior to being approved for Leave of Absence.

Leave of absence will only be granted once during a course of study.

Leave of Absence is unavailable in 2018, if you are undertaking the following courses: Diplomas, Advanced Diplomas, Graduate Certificates and Master of Arts Screen (Year 1). In the event that you are faced with urgent circumstances, refer to the Special Consideration policy and come to the Student Centre for advice and assistance.

1. STUDENT DETAILS

Name:

Student No:

2. REASON FOR APPLICATION

Proposed commencement date:

Proposed date of return:

Reason/s for leave of absence:

- Family/personal circumstances
- Work commitments
- Health issues
- Change of circumstances (may include bereavement or other personal issues)
- Financial

Other (provide details if applicable):

Subjects to be completed upon return:

3. STUDENT DECLARATION

I declare that the information I have submitted in this application is true, correct and not misleading. I understand that AFTRS may vary or reverse any decision concerning my application or not process my application if this is not the case, and that giving false or misleading information may also be an offence under the *Criminal Code*. [I authorise AFTRS to contact any person or organisation giving supporting documents for the purpose of verifying the information they contain.]

Signed:		Date:	
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4. PRIVACY INFORMATION

AFTRS requires the information you give in this application, and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#), which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

Office Use Only:

5. RECOMMENDATION AND APPROVAL

Has the student satisfactorily completed all compulsory assignments to date? If not the Course Leader/Lecturer to provide details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can the student complete the remaining subjects in the semester in which they return?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Provide details if required:

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Course Leader/Lecturer : Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>	Signature:	Date:	
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Program Leader: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	Signature:	Date:	
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6. STUDENT CENTRE ACTION

Decision received:		Date:	
Applicant advised of decision:		Date:	
Exit clearance advised:		Date:	
Student resumed:		Date:	