

## Application for Leave During Term

|  |  |  |
|--|--|--|
| Student Name:  |  |  |
| Address:   |  |  |
| Phone:   |  |  |
| Email:   |  |  |
| Course:  |  |  |
| Date of Application:   |  |  |
| I wish to:   |  |  |
| <input type="checkbox"/> Apply for a leave of absence during term time | <input type="checkbox"/> Date of Leave:        |  |
| <input type="checkbox"/> Are you an International Student              | <input type="checkbox"/> Date of Return:       |  |
|  | <input type="checkbox"/> Number of weeks away: |  |
| Reason for leave during term:  |  |  |
|  |  |  |
| Student Signature:   |  |  |
| Date:  |  |  |

|                                 |  |           |
|---------------------------------|--|-----------|
| <i>Administration Use Only:</i> |  |           |
| Leave approved?                 | <input type="checkbox"/> Yes / <input type="checkbox"/> No | Comments: |
| Processing completed?           | <input type="checkbox"/> Yes / <input type="checkbox"/> No |           |
| Animal Academy Signature:       |  |           |
| Date:                           |  |           |

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*If you are an international student your visa may be affected by your application so you should contact the [Department of Home Affairs](#) to discuss any visa implications.*

|   |                              |
|---|------------------------------|
| Discontinuing Participants  |                              |
| Discussed any assessment due dates that conflict with leave request | <input type="checkbox"/> Yes |
| Informed teacher that student will be absent from class             | <input type="checkbox"/> Yes |
| Ensured that workplace requirements will not be impacted            | <input type="checkbox"/> Yes |