



Leave Application Form

Please refer to Pollard English Attendance Policy and Procedure and Academic Progress Policy and Procedure for further information available via www.pollardenglish.edu.au.

Student Details			
Student Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Address:			
Email Address:		Phone No:	
Leave Request Details			
From:	To:		
Reasons for Leave (please, attach all supportive documents):			
Student Declaration:			
I hereby declare that all the information provided is true and genuine. I understand that this application will have to be approved before I leave and that this might affect my course attendance.			
Student's Signature: _____ Date: _____			
Office Use Only			
Received by:	(Pollard English Officer's Signature)		Date:
Followed by	(Pollard English Officer's Signature)		Date:
Approved by the Course Coordinator or his representative? Yes No			
Reason:			
Was the student notified of the outcome by letter or e-mail? Yes No			
Were the documents filed in the student's personal file? Yes No			
Recorded leave in the student management database? Yes No			
Notified DET and DIBP via PRISMS? Yes No			
Signature			Date:
Comments:			