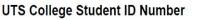


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INS0033





Leave Request - English students

Date of application:					
Family	Given				
Name:	Names:				
Sydney	Postcode:				
Address:					
Email	Date of Birth:				
Address:					
Sydney Phone:	Mobile Phone:				
Visa Expiry Date:	Current Block:	Current Level & Class:			
Please submit a copy of your passport, or copy of visa, when completing this request.					
I wish to take leave in block:	Block Dates:				
	From:	То:			
Reason:					

Please tick the box below if your study plan includes UTS Foundation Studies and/or a Diploma program.

Yes, I am studying UTS Foundation Studies and/or a Diploma program upon completion of my English studies and I agree for UTS College to make appropriate changes to my study plan, including issuing a new offer and COE(s).

Conditions

- 1. Applications for leave should be requested no later than Friday of Week 8 of the block before the leave begins.
- 2. After 20 weeks of continuous study, a student is eligible to take a break of 10 weeks if:
 - a) Their overall attendance, as well as attendance for the current block, has been over 80%;
 - b) In taking leave, they remain on track to reach the level of English required for their further studies (egDiploma or degree); and
 - c) UTS College considers the break is in the student's best interest.
- 3. Leave must be taken in a single ten-week block.
- 4. Students who hold a foreign government scholarship may need written approval from their Embassy or CulturalMission before UTS College finalises approval of the leave.
- 5. Students under the age of 18 need written approval from their parent(s) or legal guardian before UTS Collegeapproves the leave.
- 6. If a student plans to leave Australia during the leave, it is their responsibility to check that they have a multipleentry visa so that they can return to Australia to resume studies.
- 7. Student acknowledges and agrees for the Student Centre to issue a new offer and e-COE with a revised commencement date for their academic program.
- 8. Students must be aware that deferring, suspending or cancelling their enrolment may impact the cost of theircourse and/or student visa.

I have read, understood and accept the above conditions.

Student's signature:

Date:

By checking this box, I agree to my submitted application being processed, and the Terms & Conditions at the end of this form.

Parent/Guardian's signature:

For students under 18 years of age *Homestay hosts are not permitted

By checking this box, the parent/guardian agrees to the submitted application being processed, and the Terms & Conditions at the end of this form.

Date:

INS0033

(Page 1 of 2)

OFFICE USE ONLY						
Documents Received						
Sponsor Approval	Scholarship					
Email sent to Sponsor for Approval on			Notes:			
Education			Date	New Completion Date		
SACM student?	Yes	No				
MCOM Date to be changed?	Yes	No				
Approved by (staff name)						
Signature						
Student Centre LOA Sanction applied to S1		New e-COE required? Yes No				
Initial			New e-COE issued and provided			
Date			Initial	Date		
Comments:						

UTS College Student Centre (preferred email to) studentcentre@utscollege.edu.au

Address UTS College UTS Building 5, Block C, Level 1 (Ground Floor) 1-59 Quay Street, Haymarket

T +61 2 9218 8600 F +61 2 9281 9875 www.utscollege.edu.au

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Terms & Conditions

For students:

By submitting this form, I acknowledge and agree to the following.

- a) To the best of my knowledge, the information provided in this form is true and correct.
- b) I have read, understood and accept the conditions (if any) set out in the form.

c) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available here.

Students under 18:

For parents/guardians if the student is under 18:

By submitting this form, I acknowledge and agree to the following.

- a) I am the parent/guardian of the student to which the form relates.
- b) To the best of my knowledge, the information provided in this form is true and correct.
- c) I have read, understood and accept the conditions (if any) set out in the form.

d) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available **here**.