



INS0033

UTS College Student ID Number

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Leave Request - English students

Date of application:		
Family Name:	Given Names:	
Sydney Address:	Postcode:	
Email Address:	Date of Birth:	
Sydney Phone:	Mobile Phone:	
Visa Expiry Date: <small>Please submit a copy of your passport, or copy of visa, when completing this request.</small>	Current Block:	Current Level & Class:
I wish to take leave in block:	Block Dates: From: _____ To: _____	
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 (eg Diploma 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 Cultural Mission 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 College approves the leave.
6. If a student plans to leave Australia during the leave, it is their responsibility to check that they have a multiple entry 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 their course 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:

Date:

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.

OFFICE USE ONLY**Documents Received**

Sponsor Approval Scholarship

Email sent to Sponsor for Approval on

Notes:

Education

SACM student?

Yes

No

Date

New Completion Date

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)

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F +61 2 9281 9875

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Identification No: PRV12022, Provider Category: Institute of Higher Education

University of Technology Sydney (UTS) CRICOS Provider Code: 00099F /

TEQSA Provider Identification No: PRV12060, Provider Category: Australian

University. Insearch Limited (UTS College) is a controlled entity of the

University of Technology Sydney (UTS), and as an institute of higher

education, UTS College provides pathway courses to UTS.

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](#).