

Brisbane Campus Level 5-6, 119 Charlotte Street Brisbane QLD 4000 Gold Coast Campus G104-G105, Australia Fair, Southport QLD 4215 ⊕ www.mastery.edu.au
⊜ info@mastery.edu.au
⊕ PO Box 15104, City East QLD 4002
ACN 150 307 725 | RTO 40813 | CRICOS 03542A

## **LEAVE REQUEST FORM**

This form should be filled by students if they request to leave at MIA, please note that all requests are subject to MIA's policies and management approvals. Please fill out one form for each request.

PELSONAL DETAILS				
Student Name:	(As appeared on you	r student card or passpo	rt)	
Student ID:				
Visa Type (Please Specify)	☐ Student Visa ☐	Other		
Course Enrolled:				
Course Duration:				
CONTACT DETAILS				
Address:				
Suburb:		State:	Postcode:	
Mobile:				
E-mail:				
Reason for Leave:				
Date/Period of leave:				
Date anticipated for resuming your study:				
Please note that you are required to inform MIA if you need to change your details on this leave				
request.				
I understand that if my Leave application is approved, I may/will:				
- miss classes that contain contents important to my progression in my studies; and				
<ul><li>- miss assessment opportunities; and</li><li>- have to undertake to study independently to catch up on missed contents; and</li></ul>				
- follow Mastery Institute Australia resubmission procedure in the case of missed assessment, under which an admin fee may be charged for resubmission.				
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Student signature:		Date:		



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OFFICE USE ONLY (Please tick on boxes where applicable)			
Outcome :	☐ Approved	☐ Declined	
	Approved by: _	Approval Date:	
	Signature:		
Other comm	ents:		