



Application for Leave/Deferment

Please note:

- It is solely your responsibility to maintain satisfactory course progress and attendance.
- You must maintain your payments according to your agreement with Westin College
- Leave granted does not waive your obligations under Australian Law regarding your visa.
- Excess leave may affect your visa.
- You must notify Westin College if you have intentions to travel outside of Australia.

If your leave is granted, you will be sent an official leave approval letter. If your application for leave is not accepted, a representative of Westin College will contact you.

Your details

Full name:	
Date of birth	Student number:
Phone:	
Email:	
Current course:	

Type of leave

<input type="checkbox"/> Holiday leave <input type="checkbox"/> Sick leave – please attach medical certificate. <input type="checkbox"/> Deferment <input type="checkbox"/> Other	Reason for leave:
Leave start date	Leave end date
Number of days you will be away from school:	
Are you travelling outside Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which country? _____ Please attach copies of your flight tickets	Please provide contact details for the duration of your leave:
Do you have any further comments?	

Declaration

Document Name: Leave and Deferment Form		RTO Code: 45821	CRICOS Code: 03997C
Version: 1.3	Approved: 15 June 2023	ABN: 44644500744	Page 1 of 2
Westin College	16-18 Aberdeen Street Perth WA 6000	info@westincollege.com.au	www.westincollege.com.au



I agree to maintain my fee payments	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to maintain satisfactory course progress	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to maintain my visa requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signed

Date

Please attach any supporting evidence, including medical certificates or copies of air tickets if you are travelling overseas.

OFFICE USE ONLY

		SIA staff / signed	Date
Received			
Verified	YES NO		
Fees status			
LDOS			
Trainer notified	YES NO		
Flight ticket	N/A NO YES		
Medical certificate	N/A NO YES		
Approved	NO YES Reason:		
Notes			

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