UTA INSTITUTE OF TECHNOLOGY

Student Leave Application

Student administration | Fillable form

Use this form to request a short absence from scheduled training. For a longer interruption or a change to your enrolment duration, UTAIT will assess whether a formal suspension is required. Apply in advance where practicable and contact UTAIT promptly for unexpected illness or emergencies.

Complete the applicable sections, attach supporting evidence, sign and save a copy. Submit to admin@utait.edu.au or Student Administration at 58 Newlands Road, Reservoir VIC 3073. Use DD/MM/YYYY for dates.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

Domestic International

Course start date

Current course end date

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2 Requested change

Requested first day of absence

Requested final day of absence

Expected return to class date

Total days / weeks requested

3 Reasons and supporting circumstances

Tick all relevant reasons

- ☐ Medical / health circumstances
- ☐ Family / personal circumstances
- ☐ Compassionate or compelling circumstances
- ☐ Provider delivery / timetable issue
- ☐ Visa refusal / visa matter
- ☐ Other (explain below)

Explain the circumstances, relevant dates and effect on study

Contact details / location during absence

Travel dates (if relevant)

Missed classes / assessments and proposed catch-up arrangements

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4 Supporting documents

Tick documents attached (where relevant)

- ☐ Medical / professional evidence
- ☐ Travel / family evidence
- ☐ Visa / government correspondence
- ☐ Other relevant supporting documents

List attachments, dates and reference numbers

5 Important information

Approved leave does not automatically count as attendance or remove assessment obligations. Any formal suspension is assessed separately under National Code Standard 9.

An approved enrolment change may affect your visa. UTAIT records reportable changes in PRISMS as required. Seek current visa information from the Department of Home Affairs or a registered migration agent; this form does not grant or extend a visa.

Any applicable fees or financial adjustment must be assessed under the current published fee schedule, your Written Agreement and applicable law. No fee or deduction is authorised solely by submitting this form.

You may seek review through UTAIT's Complaints and Appeals Policy. A written decision will explain the outcome and any applicable appeal process.

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6 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand the request requires assessment and I will follow the written outcome. I will continue scheduled study unless UTAIT advises otherwise or an emergency prevents attendance.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

Framework: RTO 2025 Standard for Registered Training Organisation; Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 9 and 10.

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7 Office use only

Date received

Received by / position

Decision / status

Approved Not approved Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Written outcome sent: date / method

Appeal information supplied: date / N/A

Student file / SMS updated: date / initials

PRISMS action / date / N/A

Finance / fee adjustment reference / N/A

Agent notified (if authorised): date / N/A

Approved effective dates / return date / course(s) affected

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