



LEAVE APPLICATION FORM

Please refer to HIA Course Progress Policy and Procedure and Attendance Policy, for further information, please refer to HIA Student Handbook online: www.harbourside.nsw.edu.au.

Student details:

Student Name:	
Student ID:	Date of Birth:
Email:	Phone:
Address:	
Current Course:	Intake Date:

Leave application details:

Proposed leave period:

From date:	
To date:	

Please list your reasons for leave and attach supporting documents.

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Student Declaration:

I, _____, declare that all the documents and information provided are true and genuine.

I am made aware that I must not leave before my application is approved.

Student Signature

Date



For office use only:

Received by: _____

Signature: _____ Date: _____

Is the application approved? Yes No

If "No", please list reasons: _____

Date of Outcome: _____ Decided by: _____

Signature: _____

Outcome method used: Email In person

Filed in student file: Yes No

Student advised by: _____

Signature: _____

Date: _____