

STUDENT LEAVE / SUSPENSION FORM

Complete and sign this Form and forward to GBCA
 Address: 337 -339 Latrobe Street, Melbourne 3000

Student Full Name			
Student ID			
Email Address		Mobile Number	
Current address			
Course Code and Title			
I would like to apply for a: (tick one)			
<input type="radio"/> Leave LESS than 30 calendar days and I will be in Australia during this period			
<input type="radio"/> Leave LESS than 30 calendar days and I will be overseas during this period			
<input type="radio"/> Leave MORE than 30 calendar days and I will be in Australia during this period			
<input type="radio"/> Leave MORE than 30 calendar days and I will be overseas during this period			
LEAVE / SUSPENSION			
Start Date			
End Date			
Reason:			
Evidence submitted include:			
Declare by the student: <ul style="list-style-type: none"> • I have read, understood and agreed to the terms and conditions of the Global Business College of Australia refund policy as stated in the GBCA Student Information Booklet and GBCA website • Any evidence that I attach in this form are true and accurate. • For international students only: <ul style="list-style-type: none"> ○ I am aware that: as an international student, taking leave during my study period may affect my course progress. This may lead to me unable to complete my course within the duration of my CoE and my study visa. The extension of CoE may attract an additional fees of \$250 per week, as identified in the acceptance agreement signed by me. ○ I am aware that it is my responsibility to check with immigration office how this leave may affect my student visa status. ○ I must contact GBCA admin staff upon return to study to re-activate my enrolment 			
Student Signature			
Date			

OFFICE USE	
The application has been <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Cancelled	
COMPLIANCE MANAGER PRINTED NAME AND SIGNATURE	
DATE:	
COLLEGE MANAGER PRINTED NAME AND SIGNATURE	
REASON FOR DECISION	
DATE:	