

# International Students Deferral or Leave of Absence Application Form



Please forward to International, Melbourne Polytechnic, 77 St Georges Road, Preston VIC 3072 Australia or email to [international@melbournepolytechnic.edu.au](mailto:international@melbournepolytechnic.edu.au)

## 1. PERSONAL AND CONTACT DETAILS

Student Number .....  
Family name ..... Given names .....  
Email address ..... Phone number .....

## 2. APPLICATION DETAILS

Refer to Melbourne Polytechnic *International Students Deferral or Leave of Absence Policy* for acceptable circumstances where you can be granted a deferral or leave of absence from your studies.

If your enrolment is deferred, suspended or cancelled, this may affect your student visa and it is recommended that you contact the Department of Home Affairs (DHA) for visa information before submitting this form. Contact DHA by telephone on 131 881 or through their website at <https://www.homeaffairs.gov.au/>

### I am seeking a deferral or leave of absence from:

Course name .....  
Start of leave ..... DD / MM / YYYY  
End of leave ..... DD / MM / YYYY I will resume my studies from .....

### If this request is granted:

- I will remain outside Australia for most of the leave period
- I will remain inside Australia for most of the leave period
- I am undecided

## 3. REASONS

Please provide the reasons for your request, attaching any supporting documentation.

- I am not holding a student visa or my student visa application is not yet granted
- Academic reasons - final units/subjects to complete course are not available this semester
- Compassionate, compelling or other reasons (please provide reasons below)

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## 4. STUDENT DECLARATION

## OFFICE USE ONLY

I declare that the information given in this application and the supporting documentation is true and correct.  
I have carefully read and understand the Deferral or Leave of Absence Policy and understand the implications for my student visa.

**Student's signature** ..... **Date** .....

Note: A parent or legal guardian must also sign if student is under 18 years of age.

NOT APPROVED  
 APPROVED  
From semester ..... To semester .....  
Fees paid ..... Fees transferred Y | N  
Assessed by: ..... Date.....