



## APPLICATION FOR TEMPORARY ABSENCE FROM COURSE FORM

*Unless for medical reasons supported by a medical certificate or for personal reasons approved by the Student Support Manager, students are required to attend mandatory classroom training. Failure to attend classes may lead to the Department of Home Affairs being advised of the student's failure to maintain satisfactory attendance or progress.*

*AMA College does understand that compassionate or compelling circumstances may occur which causes the student to be absent temporarily from their classroom training. Under such circumstances and with the approval of the Student Support Manager, AMA College will put in place a training program with the student to assist the student to keep up to date with their course.*

*If a student wishes to apply for temporary absence from a course, they must develop and follow an agreed training plan with their trainer and complete this application for approval by the Student Support Manager.*

<b>Family Name (as shown on passport)</b>		<b>Given Names (as shown on passport)</b>	
<b>Address in Australia</b>			
<b>Phone</b>		<b>Email</b>	
<b>Course</b>		<b>Student Number</b>	
<b>Agent Details</b>			
<b>REASON FOR TEMPORARY ABSENCE</b>			
<input type="checkbox"/> Serious illness or injury (please provide a medical certificate)			
<input type="checkbox"/> Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)			
<input type="checkbox"/> Major political upheaval or natural disaster in the home country requiring emergency travel			
<input type="checkbox"/> A traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)			
<input type="checkbox"/> Other:			
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Period of absence requested ( no longer than 2 weeks)			
<b>From</b>		<b>To</b>	
<b>Student Signature</b>		<b>Date</b>	

<b>Study plan developed and attached</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Trainers name</b>		

### OFFICE USE ONLY

<input type="checkbox"/> <b>Application approved</b>
<input type="checkbox"/> Period of temporary absence approved <input type="checkbox"/> Agreed study plan approved. <input type="checkbox"/> The student has been informed of the resulting decision <input type="checkbox"/> All records of the request and supporting evidence have been copied and placed on the student's file <input type="checkbox"/> AMA College has maintained the enrolment of the student <input type="checkbox"/> The student has been advised to contact Department of Home Affair.

<input type="checkbox"/> <b>Not approved (reasons stated below)</b>		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; background-color: #cccccc; vertical-align: top; padding: 5px;"><b>Reason/s</b></td> <td style="height: 100px;"></td> </tr> </table>	<b>Reason/s</b>	
<b>Reason/s</b>		



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### STUDENT ACKNOWLEDGEMENT

<b>Student is satisfied with the decision</b>	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No – the student will access the complaints and appeals process, as outlined in AMA College’s Complaints and Appeals Policy		
<b>Student Signature</b>		<b>Date</b>	

### AMA COLLEGE ACKNOWLEDGEMENT

<b>AMA College Representative</b>			
<b>Position</b>			
<b>Signature</b>		<b>Date</b>	