Application for Leave

Student Name:	
Student ID:	
Course:	
Leave Start Date:	
Leave End Date:	

Reason for Leave Application
(attach supporting evidence including airline ticket)

Student Signature:	Date:

FOR OFFICE USE ONLY

Approved by Trainer	☐ Yes ☐ No
Trainer Name:	
Trainer Signature:	
Application approved By Admissions Team:	
Signature:	
Position:	
Date Approved:	

RTO Number: 122208
Next Review: 17 Nov 2026
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