

International Institute of Management Pty Ltd T/A American College/International Institute of Management



## Application for Leave/Deferment/Suspension

Full Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Leave Type:** (please tick appropriate box)

- Holiday Leave
- Sick Leave
- Deferment – please specify reason for deferment:
- Suspension – please specify reason for suspension:

\_\_\_\_\_

\_\_\_\_\_

**Please elaborate on your reason for Leave request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please specify the date in which you request to begin and conclude leave:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Length: \_\_\_\_\_ days

**Please provide the following in support of your leave request**

- Return ticket
- Evidence:[explain what type of evidence you have provided]\_\_\_\_\_
- Filled Application Form

**Are you travelling outside Australia?**

Yes     No    If Yes, please specify which country: \_\_\_\_\_

If Yes, please provide at least one method of contact (email, phone number, postal address)

International Institute of Management Pty Ltd T/A American College/International Institute of Management

**Person of Contact**

**Within Australia:**

Name: \_\_\_\_\_ : Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Overseas:**

Name: \_\_\_\_\_ : Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Terms & Conditions**

I, \_\_\_\_\_ hereby understand that as part of the International Student Acceptance Form, Refund Policy, that it is solely my responsibility to maintain course progress and uphold my Payment Plan payments whilst on leave.

I understand that this suspension or deferment or leave of absence will be reported via PRISMS and may affect my student visa.

.....  
Applicant's Signature

.....  
Date

**Authorisation by the American College Director**

I hereby authorise for ..... (name)  
to \_\_\_\_\_ days leave/deferment.

.....  
Director's Signature

.....  
Date

ABN: 91 130 637 320  
International Institute of Management Pty Ltd trading as American College/ International Institute of Management

**AMERICAN COLLEGE**  
**180 Logan Road, Woolloongabba, Brisbane, QLD-4102, Australia**  
**Ph: +61 (07) 3391 7599 Email: [admin@americancollege.edu.au](mailto:admin@americancollege.edu.au)**  
**Website: [www.americancollege.edu.au](http://www.americancollege.edu.au)**