



APPLICATION FOR LEAVE OF ABSENCE FROM PROGRAM

STUDENT ID NUMBER:

Family Name	
Given Names	
Date	

Program Enrolled	Cert IV	Dip Arts	Dip Bus	Dip Tech	Dip Hlth	PMIT
Semester Enrolled	Sem 1		Sem 2		Sem 3	
Returned Date	/ / 20					

Reason for leave of absence from program:

Student Signature		Date	/ / 20
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OFFICE USE ONLY

Date Received	/ / 20
Academic Director Approval	Yes / No

Academic Director Comments:

Academic Director Signature		Date	/ / 20
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LEAVE OF ABSENCE

If a student wishes to take a leave of absence from their course after enrolment and within the first four weeks of course commencement, SAIBT will transfer any fees paid to the next semester. If the student subsequently withdraws, the Refund Policy applies from the date SAIBT received advice regarding the leave of absence. If the student applies for a leave of absence from the fifth week of the semester, his or her place will be held, but all tuition fees applicable to that semester will be forfeited. Leave of absence will only be granted for medical and compassionate reasons that can be substantiated.

REFUND POLICY

NOTIFICATION PERIOD	REFUND
Withdrawal of single course(s)	Domestic/International Students
Week 1 – 2	100% of course fee – No penalty
Week 3 – 4	100% of course fee less A\$150 administration fee per course
After Week 4	No refund and liability for any outstanding tuition fees
Withdrawal from program	Domestic Students
Prior to commencement of program	100% of program fee less A\$300 administration fee
Week 1 – 4	100% of program fee less A\$600 administration fee
After Week	No refund and liability for any outstanding tuition fees
Withdrawal from program	International Students *
Visa Refusal (Proof of refusal necessary) Does not apply to visa renewals rejected due to breaches in visa conditions	100% less A\$200 administration fee
More than 10 weeks prior to commencement of program	100% less A\$500 administration fee
More than 4 weeks and up to 10 weeks prior to commencement of program	70% of program fee
4 weeks or less prior to commencement of program	40% of program fee
Weeks 1 – 4	30% of program fee less A\$500 administration fee
After Week 4	No refund and liability for any outstanding tuition fees

*** International students who withdraw from the program will have their COE cancelled, which may also result in visa cancellation.**