

Request for Leave Form

This form is to be used to inform ITHEA about any requests for leave you may have during your course. For further details please see the Attendance and Lateness policy in your student handbook.

Student details:

First Name:		Last Name:	
Address:			
Student Number:	Select ONE:	Domestic	International
Email:	Telephone/Mobile:		

Code:	Course:	Trainer:	Date:
--------------	----------------	-----------------	--------------

Request for leave:

Reason for leave:
Supporting documentation provided

Dates/s of Absence/Leave:	From ___/___/___	To ___/___/___
----------------------------------	-------------------------	-----------------------

Declaration: I declare the information I have provided on this form is correct. I will notify ITHEA immediately of any further change in my details.

Student Signature	Date:
--------------------------	--------------

Date received:	Received by:
-----------------------	---------------------

PLEASE NOTE:

★ All leave requests should be referred to the Student Manager for processing.

OFFICE USE ONLY

Course progress:	Satisfactory/Up to date	Unsatisfactory/Not up to date (include details below)		
Fees:	Owing	Up to date/Paid in Full		
CoE affected?	NO – no further action needed	YES - PRISMs notified		
Leave Status:	Approved	Not Approved	<input type="checkbox"/> Approval/refusal letter issued	<input type="checkbox"/> Attached
Comments:				
Approved by:	Position:	Date:		
Entered on VETTRAK by:	Date:			