



SPECIAL CONSIDERATION FORM

Please note your request is **not approved** unless you are notified in writing by the school to your **QAT email**.

All changes requiring CoE amendments and will be advised to DIBP (international students only).

A detailed explanation and **supporting evidence** must be provided where necessary.

Leave of absence request can be **lodged by Friday** and a response will be given through **QAT email** on the **following Wednesday**.

Please note all requests need to be logged at least **5 days in advance**, any request less than 5 days maybe rejected.

Please tick circle the option below which best describes your request.		
<p>A. I want to take a leave of absence from my course *</p> <p>B. I want to cancel or withdraw from my course *</p> <p>C. I want to defer my course **</p> <p>D. I want to change my course #</p> <p>* Supporting documentary evidence must be attached (SV holders only) # Admin fee of \$50, and additional course fees may apply.</p>	<p>E. I want to change my class (VET students only) #</p> <p>F. I want a release letter from QAT#</p> <p>G. I want a study proof letter from QAT#</p> <p>H. Other (please specify):#</p> <p>_____</p>	
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Date:		Visa Type (if applicable):
Student Number:	Mobile Number:	
Given Name:		Family Name:
Current Address:	Suburb:	Postcode:
Course & Class Name:		
Course Duration : From	To:	
<hr/>		
To The Director (QAT):		
Student's Signature: _____		
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Trainer's Academic Comments and Recommendation (For request A, D, G) (if more space is required please attached another sheet)		
Teacher/Trainer: _____		
Attendance:	Satisfactory <input type="checkbox"/>	Not Satisfactory <input type="checkbox"/>
Course Progression:	Satisfactory <input type="checkbox"/>	Not Satisfactory <input type="checkbox"/>
Only facts about attendance and course progression to be mentioned within this comments section:		

If student is applying for leave what units will be missed, please outline below, in addition course progression form needs to be completed.

*I understand that failure to adhere to the terms of this strategy may lead to further action being taken by the college. I understand that if I am applying for leave and this request is not approved I will be required to pay late submission fees (\$50) for each unit.

Student's Signature: _____

Trainer's Name: _____ Trainer's Signature: _____ Date & Time: _____

Admin Comments and Recommendation (For request A, B, C, D, F)

Student Start date and end date: _____

Student Visa type and expiry date: _____

Will changes need to happen with COE (if Yes explain): _____

Student has submitted (at least two documents):

- Medical evidence
 - Flight tickets
 - Others _____
- or
- Submit later (at application lodgement)

Name: _____ Date & Time: _____

APPLICATION LODGEMENT - OFFICE USE ONLY

Reception Check Supporting documentary attached

Received by: _____ Signature: _____ Date & Time: _____

International VET (For request E)

Signature: _____ Date & Time: _____

Program Coordinator's Comments and Recommendation

Signature: _____ Date & Time: _____

Academic Manager and/or Executive Director's Approval

Signature: _____ Date & Time: _____

Student and trainer Notification

Name: _____ Signature: _____ Date & Time: _____