Short-Term Leave Application Form

Part 1. PERSONAL AND COURSE INFORMATION			
Full Name		Student ID	
Course/ Program Name			

Part 6. SHORT-TERM LEAVE DEFINITION

Short-term leave refers to an approved absence from scheduled classes or study for a period of **up to four (4) weeks within a teaching period**, granted on the basis of compassionate or compelling circumstance**s** (e.g., illness, family emergency, bereavement, cultural or religious commitments).

Students are required to:

- Catch up on missed learning via Moodle/Meshed.
- Contact lecturers to clarify missed content or assessments.
- Submit assessments by due dates unless Special Consideration has been approved.
- Note: For international students, short-term leave may impact attendance and visa compliance if extended beyond four weeks.
- Provide supporting documents (see Evidence checklist below)

Evidence checklist (attach PDFs or clear photos):

1. One of: medical certificate, death certificate, police/official letter, hospital/authority notice (must show dates and, where relevant)
2. English translation if the document isn't in English (a simple certified translation is acceptable).
3. Travel itinerary or booking showing flight dates and destination.

Supporting Documents Attached?	☐ Yes ☐ No

Part 7. STUDENT DECLARATION

☐ I declare that the information provided is true and accurate. I understand my responsibilities during this period of absence and acknowledge that extended absence may affect my academic progress and, if applicable, visa compliance.

Student Signature:	**Date:**

LYONS COLLEGE OFFICE USE ONLY			
Finance Department Approval By			
Outstanding fees	☐ Yes - $_____ ☐ No		
Signature		Date	
Academic Department Processed By			
Outcome of request			
☐ Granted ☐ Declined ☐ Further information requested			
Leave Period Approved:	____ / ____ / _____ to ____ / ____ / _____		
Program Coordinator Signature		Date	
Administration Department Processed By			
Student Management system	☐ updated		
Signature		Date	