



PYP Application for Disruption to Studies:

Please Note: Graduation dates will be extended to cover the amount of leave taken

includes late intake; extenuating* and non extenuating circumstances**

Important: Please complete and send to QIBA py.student@qiba.edu.au for approval.

Personal Details	
Date of Application	
Student Name	
State	
Course Start Date	
Class Code	
Mobile Phone number	
Email address	
Application Details	
I am applying for: <i>(tick the appropriate box)</i>	<input type="checkbox"/> Extenuating Circumstances <i>(please provide supporting documentation)</i> <input type="checkbox"/> Non-extenuating circumstances

Dates of Leave: ____/____/____ to ____/____/____ Total Number of Weeks:

Days available to attend classes:

Brisbane: Sun Mon

Canberra: Fri Sat Sun Mon Tues

Hobart: Sun

Sydney: Sat Sun Tues



ABN: 35 071 667 108

RTO Code: 5304

CRICOS Provider Code: 01515J

Reason for Disruption:

Evidence of Reason:

(please attach all relevant documents)

Please explain the units missed and how they will be covered:

Please note the following:

- 1. The attendance requirement is 100%. Every unit must be attended to pass the course.***
- 2. Leave will only be approved under special circumstances. The Professional Bodies do not approve of students taking leave during the Professional Year Program, with the exception of medical reasons that can be supported with official documentation that has been translated officially.***
- 3. If leave is approved the student needs to understand that the course completion date will be delayed by the amount of time that the student takes off from the program.***

Office Use Only

Approved by: _____ Position: _____

Approval Date: _____

New Class Code: _____ New Graduation Date: _____

Invoiced: _____

Details recorded in VETtrak