



PYP Application for Disruption to Studies

Important – PLEASE NOTE:

This form is to be completed and sent to py.student@qiba.edu.au for approval.

The **PY attendance** requirement is 100%. Every unit must be attended to pass the course.

If leave is approved the Graduation Date will be delayed (extended) by the amount of time the student takes off from the program (this includes late intake; *extenuating and non-extenuating circumstances).

All **leave requests** will incur an administration fee of \$220+GST. The administration fee may be waived only for *extenuating circumstances with provided supporting documents. 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.

All Professional Year course interstate and/or intrastate **transfers** will incur an administration fee of \$220+GST. If the Transfer Form has been submitted no later than 30 days prior to the Internship component commencement an additional transfer fee of \$115+GST will be applied.

If the Transfer Form has been submitted within 30 days of/after Internship component commencement the additional late notice transfer fee of \$900+GST will be applied.

[PYP-Terms-and-Conditions-of-Enrolment-V5.0.pdf](#)

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

Dates of Leave: _____ to _____ Total Number of Weeks:



Queensland International Business Academy

Level 2 108 Margaret Street BRISBANE QLD 4000 t: 07 3186 6449
Level 7 114-120 Castlereagh Street SYDNEY NSW 2000 t: 02 9267 3040
info@qiba.edu.au www.qiba.edu.au

QIBA Pty Ltd

ABN: 35 071 667 108

RTO Code: 5304

CRICOS Provider Code: 01515J

Days available to attend classes:

Brisbane:	Sun	<input type="checkbox"/>	Mon	<input type="checkbox"/>						
Canberra:	Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>				
Hobart:	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>						
Sydney:	Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>	Sun	<input type="checkbox"/>	Mon	<input type="checkbox"/>	Tues	<input type="checkbox"/>

Reason for Disruption:

Evidence of Reason:

(attach all relevant documents)

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

***EXTENUATING CIRCUMSTANCES**

QIBA will always use its professional judgment in making decisions and each case will be judged on its individual merits. These circumstances could include (but are not limited to):

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports.

In such cases as described above, QIBA may approve a temporary suspension of the student's studies as per the Deferral, Suspension and Cancellation Policy.



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**** NON EXTENUATING CIRCUMSTANCES**

A fee of \$220+GST will be charged for administration costs on applications deemed non extenuating, payable within seven (7) days of receipt of substitute class details. Non payment will exclude student from class, and graduation will be delayed or cancelled.

Student Declaration

- I declare that the information provided above is true and complete.
- I have read and understand the information regarding extenuating and non-extenuating circumstances.
- I understand that my request may incur administration fees (as detailed above) due to the disruption to my studies.
- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may delay the process of my application.
- I understand that deferring or suspending my enrolment will affect my course completion date (graduation date) and may also affect my current student visa.

Student Signature:

Date:

Office Use Only

Approved by: _____ Position: _____

Approval Date: _____

New Class Code: _____ New Graduation Date: _____

Invoiced: _____

Details recorded in VETtrak