



VET Disruption to Studies / ELICOS Leave Form

Important Instructions

- This form is to be submitted to the QIBA Administration Department for approval.
- Students will be notified via email of the outcome within 7 working days from the date of receipt.
- Before your application will be considered, you must complete all the sections below and attached the documents, relevant to your application.

Students must complete and submit the application to info@qiba.edu.au for approval.

Start date must be a Monday and End date must be a Friday

Start date of leave:	End date of leave:
QIBA Campus: <input type="checkbox"/> Brisbane <input type="checkbox"/> Sydney	
VET Course Name:	
ELICOS Course Name:	

Personal Details

Family Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Given Name:	Date of Birth:
Address:	Post Code:
Student ID No:	Mobile:
Email:	

Are you leaving Australia? Yes No

If YES, Please attach a copy of your travel itinerary to this application and complete the overseas contact details below as per DHA requirements:

Unit/House:	Street:
Suburb/District:	State:
Country:	Overseas Contact No:

Reason for Leave (please select the appropriate reason)

- Financial Problem Unable to cope with the course taught Illness
- Family Obligations Family Bereavement
- Others (Specify): _____



Queensland International Business Academy

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info@qiba.edu.au www.qiba.edu.au

QIBA Pty Ltd

ABN: 35 071 667 108

RTO Code: 5304

CRICOS Provider Code: 01515J

Student Declaration

- I declare that the information provided above is true and complete.
- 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 or withdrawal of the offer of a place.

Student Signature: _____

Date: _____

OFFICE USE ONLY

Outcome: Approved Not Approved

Academic Manager: _____ Signature: _____

From date: _____ to: _____

Comments (if applicable):

Processed by: _____ Signature: _____ Date: _____

Email sent to student via aXcelerate