



VET Application for Disruption to Studies / ELICOS Leave Form

Important Information – PLEASE NOTE:

- *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	<input type="checkbox"/> Canberra
VET Course Name:			
ELICOS Course Name:			

Personal Details			
Date of Application:		Date of Birth:	
Family name:		Mobile:	
Given name/s:			
Email Address:			
Address:			
Student ID:			

Are you leaving Australia? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Hardship	Illness	Family Bereavement
Family Obligations	Unable to cope with the course	
Other (specify):		
Evidence of Reason (attach all relevant documents e. g. doctors certificate):		

Student/Candidate 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.
- I understand that deferring or suspending my enrolment will affect my course completion date and may also affect my current student visa.

Student Signature:

(sign either field)

Date:



QUEENSLAND
INTERNATIONAL
BUSINESS
ACADEMY

Level 2, 108 Margaret Street BRISBANE QLD 4000 t: 07 3186 6449

Level 10, 140 Elizabeth Street SYDNEY NSW 2000 t: 02 9267 3040

Level 1, 15 Moore Street Canberra ACT 2061 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

Office Use Only	
Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	From date: _____ to: _____
Program Manager:	
Signature:	Date:
<input type="checkbox"/> Invoiced	
<input type="checkbox"/> Details recorded in aXcelerate	