

# Application for Leave from Enrolment

## TAFESIS027

Please speak to your lecturer prior to completing this form

**NOTE:** Trainees and Apprentices studying under a contract of training cannot access Leave from Enrolment under their contract conditions, however they can access leave from study via a Contract of Training suspension form that is lodged with Traineeship and Apprenticeship Services.

### Section 1: Applicant's Personal Details

TAFE SA Student ID number			
Surname/Family name			
Given/First name			
Street Address			
Suburb	State		Post Code
Email address			
Telephone	Home		Mobile

### Section 2: Qualification Details – Note: each Qualification must be considered separately. If you wish to defer multiple qualifications an application will be required for each.

Qualification Name			
Campus Location			
National Code		TAFE SA Code	

### Section 3: Request Details

LEAVE FROM ENROLMENT I have commenced study and/or created a subsidised training account	<input type="checkbox"/>	Duration Requested (up to 6 months)	
Subsidised Participant ID:		Training Account Number:	
Registered into CRNs for this Semester?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Withdrawal form submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PLEASE NOTE:** If you are currently registered into any classes, and are unable to continue, you may need to withdraw by dropping yourself from the class via Self Service and completing the TAFE SA Withdrawal Form which can be found [here](#). Please consult with your lecturer before undertaking any withdrawal process. Further information on Withdrawals and Refunds can be found on the [TAFE SA Internet page](#).

### Section 4: Reason for Request – Provide details of the reason for your request. Attach any evidence or additional pages to support your application.

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### Section 5: Signature of Applicant – I acknowledge that;

- My application for Leave from Enrolment will be considered based on the information and evidence I have supplied which is a true and accurate statement to the best of my knowledge;
- Course fees, structure, location and delivery methodology may change before I commence/recommence my study.
- At the end of my approved period of Leave from Enrolment I will be required to re-commence training. In exceptional circumstances, approval of a further period of Leave from Enrolment will require the completion of another application.
- If I fail to return to my training within 30 days of the completion of my period of Leave from Enrolment, TAFE SA will terminate my Subsidised Training Account (if applicable).
- My application for Leave from Enrolment will be considered and if approved will be for a maximum period of up to 6 months and will be subject to any conditions detailed by TAFE SA.

Applicants Signature		Date	
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### Section 6: Submitting your Application – complete this form and submit in person to local campus support staff or via email to [SEOFinance@tafesa.edu.au](mailto:SEOFinance@tafesa.edu.au) to commence the formal application process .

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TAFE SA USE ONLY				
<b>Section 7: Lecturer to complete and submit to Education Manager for consideration</b>				
<b>Lecturer Name:</b>				
<b>Work Group:</b>				
<b>Lecturer Comment</b>  <i>Add comment in this section or provide supporting email/notes</i>	<i>Provide any comment relating to the student Application for Leave from Enrolment (including details of any current registrations):</i>			
<b>Section 8: Education Manager to complete</b>				
<b>Education Manager:</b>				
<b>Consider the following when assessing student application for Leave from Enrolment:</b>			<b>Yes / No</b>	
• Has the student's qualification been replaced, and will the student need to be counselled regarding transition requirements?				
• Has any additional counselling occurred?				
• Are there plans to change the delivery location of the course in next 6 – 12 months				
• Are there plans to change the delivery mode(s) of the course in the next 6 – 12 months				
• Are there plans to change the delivery methodology of the course in the next 6 – 12 months				
<b>Section 9: Approval</b>				
<b>Leave from Enrolment Approved</b> (Yes / No)	Yes	No	<b>Semester:</b> <input type="checkbox"/> 1 OR <input type="checkbox"/> 2	<b>Year:</b> 20
<b>Specify any comments and/or conditions to be included in the letter to the Student</b>				
<b>If approved the student must resume their studies by the following date (Resulting to occur within 90 days of this date if Leave from Enrolment):</b>				
<b>Signature (EM)</b>			<b>Date:</b>	/ /
<b>Section 9: Education Manager to forward to <a href="mailto:SEOFinance@tafesa.edu.au">SEOFinance@tafesa.edu.au</a> to coordinate processing</b>				
<b>Section 10: SEO Support Officer Use Only:</b>			<b>Check</b>	<b>Date</b>
Leave from Enrolment approval Letter sent to student including any conditions and end date identified			<input type="checkbox"/>	
Lecturer advised of outcome via email with Application for Leave from Enrolment /Letter attached			<input type="checkbox"/>	
All registrations finalised and resulted appropriately			<input type="checkbox"/>	
Copy Put in Student File			<input type="checkbox"/>	
Leave from Enrolment details entered into SIS – SFAREGS – Curricula				
• Leave of Absence Code = 1 - Leave from Enrolment or 6 - Leave from Enrolment (no training account)			<input type="checkbox"/>	
• Leave From Date = Enter Date Education Manager (EM) approved (as above)				
• Leave To Date = Date approved by (EM) (as above)				
S&E Portal training account status updated to "Leave from Enrolment" - if qualification is a subsidised course.			<input type="checkbox"/>	