



Notes

Please read carefully as your application may not be processed if ALL relevant information is not provided.

APPROVAL FOR A BREAK OF ANY LENGTH DOES NOT AUTOMATICALLY MEAN APPROVAL FOR DEFERMENT OF EXAMS OR ASSESSMENTS DUE.

Trimester Break Conditions:

International (Overseas) Students:

1. On first enrolment at KOI, an International student must enrol and complete two (2) consecutive trimesters at KOI **BEFORE** an application for a trimester break will be considered.
2. **After that time, approval for a break is dependent on satisfactory academic progress.**
3. An International Student who takes leave without approval may risk the following:
 - A student who is outside Australia and cannot provide proof of authorised leave may be refused re-entry by the Department of Immigration and Border Protection (DIBP);
 - KOI cannot guarantee your eCoE will be re-issued if it has been cancelled;
 - A cancelled eCoE may affect a student visa.

All Students:

1. Applying for leave after enrolment:

- If you apply for leave after enrolling for a trimester, you may not be eligible for a refund of fees unless special or exceptional circumstances apply – please see the information about enrolment cut-off dates and refunds in the KOI website www.koi.edu.au
- If you take a break during a trimester, any subjects enrolled in may be awarded either a W or FW grade, depending on the circumstances. Please speak to Student Services staff for more information.

2. Special or exceptional (compassionate) circumstances:

If you are applying for a break in studies or leave of any kind due to special or exceptional circumstances, you must provide a full explanation and as much supporting documentary evidence as possible to support your application. Granting leave or breaks in study for special or exceptional circumstances is at the discretion of the CEO and Dean or delegate.

3. Extended Sick Leave

If your application is for extended sick leave (more than one week), you must advise KOI as soon as possible and provide a fully detailed and signed medical certificate. You may be asked for further information or to allow your doctor to provide further information. This will be treated in strictest confidence according to KOI's Privacy Policy (available at www.koi.edu.au).

Returning from leave

KOI sends all current students, including students on approved breaks, an email to advise when enrolment for the next trimester will open. This will be sent to your KOI student email. You will need to log into your KOI email (via Gmail) to check when enrolments open and close. If you do not enrol by the close of enrolments of the trimester in which you wish to return to study, you will be deemed to have abandoned your course of study. The eCoE of International students will be cancelled. You will then need to apply for re-admission to resume your studies.

Lodging this form

Submit your completed form, with all supporting documentation, to Reception, Market St location, or email to susana.cabillon@koi.edu.au

SECTION C. APPROVAL (Student Services Use Only)

Leave period from to is Approved Not Approved

Comments:

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Signature

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Position

Did student return on time? Yes No If no, date returned

(Attach notes if further action required, e.g. cancelled, discontinued).