

BREAK IN STUDIES APPLICATION FORM

Students who, **FOR ANY REASON**, wish to interrupt studies (for example, trimester break, emergency leave, late start to a trimester, long-term medical leave) **MUST** get prior approval from KOI, you will be contacted by email with the outcome of your application.

IMPORTANT: Please read the notes on page 2 BEFORE submitting your application.

SECTION A. STUDENT DETAILS

Full Name: _____ Student ID: _____

D.O.B: _____ COE Expiry Date: _____

Phone Number: _____ Trimester Started at KOI: _____

Course: _____

Email Address: _____

SECTION B. APPLICATION DETAILS *(read notes over page for more information)*

Type of leave - please select

- ☐ Trimester break
- ☐ Short-Term/ Emergency/ Compassionate Leave
- ☐ Late trimester start
- ☐ Other- please explain clearly

Period of leave

Start Date: _____ End Date: _____

Reasons for leave:

DECLARATION

- I hereby apply a trimester break as indicated above. Please indicate in my student record to show that I am on approved study break for the trimester.
- I declare that I have read and understood all terms and conditions and I have attached all relevant documentary evidence to support my application.
- I understand that it is my responsibility to be aware of any consequence(s) that taking a trimester break might have with regard to enrolment.
- I understand that it is my responsibility to check that I am able to complete the degree within the maximum time allowed (taking into account part time studies and/or failed subjects).
- I declare that the information I have provided in this application and the attached documents are correct and completed.

I acknowledge that I have read, and do hereby accept the terms and conditions

Student Number: _____ Name: _____

Signature: _____ Date: _____

SECTION C - APPROVAL *(Academic Administration Use Only) (attach notes if further action required)*

Leave period from: _____ to _____

Signature: _____ Decision Made By: _____

Comments:

Terms and Conditions

Please read carefully as your application may not be processed if relevant information and documents are not provided.

Trimester Break Conditions:

To be eligible for a trimester break, students need to satisfy these requirements:

1. Students must have completed two consecutive trimesters in KOI.
2. Students must have a satisfactory academic performance or have completed at least 7 subjects in one academic year.
3. Students must have sufficient time to complete the course within the dates of eCoE. (International Students)

In addition, a trimester break may be considered if the student has a compelling reason or on a medical condition. The student must provide a full explanation and sufficient supporting documents.

International students:

An International Student who takes leave without approval may risk the following:

1. An unexplained absence without approval may result in the cancellation of eCoE.
2. A cancelled eCoE may affect your student visa.
3. The student who has the invalid eCoE may be refused re-entry to Australia by the Department of Home Affairs
4. KOI cannot guarantee to re-issue the new eCoE if it has been cancelled;