

# NOTIFICATION OF LEAVE OF ABSENCE

## INFORMATION FOR STUDENTS

Please read the information below before completing the form.

1. You should notify Kaplan Business School of a leave of absence if you are intending to be absent from class for 5 or more consecutive days or if you are expected to miss the start of any study period.
2. Notification of a leave of absence needs to be submitted along with any required evidence (if applicable).
3. When you return from a leave of absence, you should contact the Student Experience Team to confirm you are returning to Kaplan Business School.
4. If an assessment is due in the period you will be absent, you should consider applying for special consideration by completing a Special Consideration Application Form. Special consideration will be assessed independently and in accordance with the Special Consideration Guidelines.
5. If you need to be absent for an extended period, you may need to suspend your studies. Please refer to the Changes to Enrolments Policy for further information available on the Kaplan Business School website: [kbs.edu.au](http://kbs.edu.au)

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

## LEAVE DETAILS

Reason for leave (please tick): <input type="checkbox"/> Medical <input type="checkbox"/> Personal <input type="checkbox"/> Other (please specify):	Leave dates (please fill out) <input type="checkbox"/> Trimester 1 <input type="checkbox"/> Trimester 2 <input type="checkbox"/> Trimester 3 From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) Number of consecutive week days: _____
Please provide further details to support the reason for your leave:	

## STUDENT DECLARATION

I have read the instructions provided on this document and supplied all information required.  
I have spoken with all of my lecturers to ensure I am able to maintain academic progress during an absence.  
I have read and understood relevant Kaplan Business School Policies.

Student signature	Date (dd/mm/yyyy)
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## OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed date (dd/mm/yyyy)

**Privacy:** Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) for more information.

Return this form to your Kaplan Business School Student Experience Team:

Adelaide	Brisbane	Melbourne	Perth	Sydney
Level 1, 68 Grenfell Street Adelaide SA 5000	Ground Floor, 369 Ann Street Brisbane QLD 4000	Level 4, 370 Docklands Drive Docklands, Melbourne VIC 3008	1325 Hay Street West Perth WA 6005	Level 8, 540 George Street Sydney NSW 2000
Tel: +61 (0)8 8215 4100 Email: <a href="mailto:adelaide@kbs.edu.au">adelaide@kbs.edu.au</a>	Tel: +61 (0)7 3872 3800 Email: <a href="mailto:brisbane@kbs.edu.au">brisbane@kbs.edu.au</a>	Tel: +61 (0)3 9626 4576 Email: <a href="mailto:melbourne@kbs.edu.au">melbourne@kbs.edu.au</a>	Tel: +61 (0)8 9322 4136 Email: <a href="mailto:perth@kbs.edu.au">perth@kbs.edu.au</a>	Tel: +61 (0)2 8248 6758 Email: <a href="mailto:sydney@kbs.edu.au">sydney@kbs.edu.au</a>