SYDNEY METRO
COLLEGE
Education for Success

RTO No: 41204 | Cricos Code: 03427D

ABN: 57 169 281 501 E: admissions@sydneymetrocollege.edu.au W: www.sydneymetrocollege.edu.au Sydney (**Head Office**): Level 2, 16-22 Wentworth Avenue Surry Hills NSW 2010

T: 02 8937 0991 Melbourne: Level 1 &2, 213-215 Lonsdale Street, Melbourne VIC 3000 T: 03 0 9077 0758

Leave of Absence Request (LOA) Form

<u></u>		
	Letter from Student	
	Other Documentation (Please s	pecify :)
Stud	dent Name:	
Student ID:		Date of Birth:
Cur	rent Address:	
Home Phone No.:		Mobile Phone No.:
Ema	ail Address:	
Cou	ırse:	
Fee	s status:	
		ease attach copies of documentary proof if applicable.)
Fail	e: All required documents must lure to do so may result in your L	be provided <u>within 7 days</u> of submitting this form. OA being disapproved.
FOF	R ADMINISTRATIVE USE ONLY:	
Student Name:		Date Received:
App	lication for	
Received By:		Signature:

Note: All required documents must be provided <u>within 7 days</u> of submitting this form. Failure to do so may result in your LOA being disapproved.

To be reviewed: April 2017
Responsibility: Campus Manager
© Sydney Metro College Pty Ltd