

**In support of a Deferment or Leave of Absence Application, you must provide detailed evidence.**

**An application may be denied if the requested evidence is not provided.**

## Personal Details

Student ID			
Surname			
Given Names			
Telephone		Date of Birth	
Address			
State / Territory		Postcode	
Email address			
Course Title & Code	Diploma of Financial Counselling CHC51115		

## Leave Request

Is this a new application?	Yes		No	
Is this an extension to an existing deferment / leave of absence?	Yes		No	
If yes, please indicate the existing period of leave:	From		To	
When would you like the Deferment / Leave of Absence to commence?	Date			
I intend to recommence studies on:	Date			
Please select your Reason for this request <i>(You are required to provide supporting documentation i.e. Medical certificate)</i>	Medical	Personal	Work	Other
I am providing	Detailed medical report	Employer letter	Other	

If you selected Other, you are required to provide further information by typing in the box below:

## Declaration

I understand that, if approved I will be withdrawn from all units not yet completed for the period of leave granted.  
I understand that it is my responsibility to investigate the consequence that taking a Leave of Absence might have with regard to any external bodies e.g. effect on Centrelink benefits work obligations/requirements for undertaking the training course.

You may sign this electronically provided you use an Adobe Certified Digital Signature. Otherwise a handwritten signature is required.

Student signature:

Date:

Email your completed and hand-signed form to [administration@icanlearn.edu.au](mailto:administration@icanlearn.edu.au)

You can contact the ICAN Learn office via [administration@icanlearn.edu.au](mailto:administration@icanlearn.edu.au) if you have any questions.

## ICAN Learn Application Assessment

The student meets the following criteria:

- i. the effect of this and any previous absences of the student; and
- ii. the evidence the student has provided; and
- iii. the student's capacity to complete the course within the allocated maximum time for completion; and
- iv. the student's engagement in contributing to the formulation of a return to study plan; and
- v. the ability of ICAN Learn to provide learning at another time e.g. course availability.

Dates of Deferment / leave of absence granted	Start	End	
Current Enrolment Dates	Start	End	
Amended Enrolment Dates	Start	End	
Date Approved		Date Not approved	
Comments			
Name of person approving application			
Signature of person approving application			