

Jasmine Education Group Pty Ltd t/a Queen Anne English College - Queen Anne Business College

ABN: 551320089025 | National Provider Code: 40458 | CRICOS Provider Code: 03240D

Bankstown Campus: Level 1, 49 Raymond Street, Bankstown NSW 2200 | Sydney City Campus: Level 4, 225 Clarence Street, Sydney, NSW 2000

Phone: (02) 97074840 Email: admin@qaec.nsw.edu.au | Website: www.qaec.nsw.edu.au

1. Student details

Full Name : ID :

Course : Start : End :

Phone : E-mail :

Leave start date : Leave end date :

Please update my contacts as above : Yes No

2. Reason for leave of absence:

3. Supporting documents attached

(Form/Request should be supported with one or more of below documents)

- Medical Certificate Police Report / Certificate
- Other (please specify) Travel Ticket

Student signature : Date :

Office use only

Task	Staff				Date
Received by					
Request outcomes	Approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>	
	Name	<input type="text"/>	Signature	<input type="text"/>	

Notes/ Reasons