



Deferral or leave application

New students may request to defer their start date for up to 12 months. New students who do not return at this time will forfeit their place at LCI Melbourne. Consequently, they will need to re-apply for course acceptance in the future.

Current or continuing students may request a Leave of Absence from their course up to 12 months. Extensions to leave of absence requests of longer than 12 months are approved at the discretion of the Academic Dean or Academic Progress Committee.

International students may only apply for leave due to limited extenuating circumstances. Evidence is required and any requests should be discussed directly with the Student Support Manager.

Personal details

Full Name

Student ID (if known)

Date of Birth

Course and Major

Reason for request – Please briefly outline why you are requesting a deferral or leave of absence

Deferral or leave of absence details

Please choose one of the following applicable circumstances:

I am a new student at LCI Melbourne who wishes to defer their course start date as follows:

My original acceptance / start date is:

I wish to defer my start date until:

Year Trimester

Year Trimester

I am a current / continuing student at LCI Melbourne who wishes to take a leave of absence as follows:

My leave of absence start date is:

I wish to return to my studies in:

Year Trimester

Year Trimester

Additional required information (current/continuing students):

I am not currently enrolled in any units I am currently enrolled, but wish to take leave after my current study period

I am currently enrolled and wish to withdraw from all units. I understand that, depending upon the date of this request, there may be financial or academic penalties (please discuss with Student Services if you require clarification).

Declaration

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.

I understand that leave/deferrals are governed by the Admission and Leave, Withdrawal, Exclusion, Suspension policies

I am aware of any potential financial/academic penalties associated with deferral/leave

Student Signature

Date

I am the parent/guardian signing on behalf of an under 18 student (if applicable).

Parent/Guardian Signature

Parent/Guardian Full Name