

## Certificate IV Early Completion Leave

### SECTION A: INFORMATION

This form applies to all overseas students in the *Certificate IV in Tertiary Preparation Program* who are completing their course one trimester earlier than the expected completion date on their *confirmation of Enrolment (CoE)* AND who will not be commencing their Diploma in immediately following trimester.

It is a requirement of the Department of Immigration and Border Protection (DIPB) that where there is a gap over two months between the completion of one course and the commencement of the next, that the student **cannot remain in Australia**. An interview with a Student Adviser is also compulsory upon submission of this form.

### SECTION B: STUDENT TO COMPLETE

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
(Mr/ Mrs/ Ms/ Miss) (Family Name) (Other Name)

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Course: \_\_\_\_\_ Mobile/ Telephone: \_\_\_\_\_

Email address while on leave: \_\_\_\_\_

*I confirm that I will not remain in Australia whilst on leave between the completion of my Certificate IV in Tertiary Preparation Program and commencement of my Diploma. I am aware that I will check my student portal for re-enrolment dates, payment of fees and the commencement of the trimester.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION C: DEAKIN COLLEGE TO COMPLETE STUDENT SERVICES

DIPB requirements discussed with Student Services  Yes

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MANAGER ACADEMIC SERVICES

MAZE Status Changed (Date) \_\_\_\_\_ Signature: \_\_\_\_\_

### COMPLIANCE

Withdrawals List Updated (Date) \_\_\_\_\_ Signature: \_\_\_\_\_