

Student Leave of Absence Form

1 Purpose and Scope

1. To provide a mechanism for Mazda Technical Training Australia Pty Ltd (MTTA) students to request a leave of absence where there are extenuating circumstances.
2. This form should be read in conjunction with the following MTTA policy.

Item	Name of Policy and Procedure	Additional Comments
1	Student Leave of Absence/Suspension of Training Policy and Procedure	

2 Version Control

Responsible team member	Student Relationship representative, Mazda Technical Training Australia Pty Ltd
Contact team member	RTO Compliance Representative – Mazda Technical Training Australia Pty Ltd, e: mtttraining@mazda.com.au p: 03 8540 1800
Superseded documents	1.6
Review date (Annually or as needed)	08 August 2024
File number	PPTA F 20230808 Student Leave of Absence Form Final
Associated documents	

Version	Authorisation	Approved Date	Effective Date
1.7	RTO Manager – Mazda Technical Training Australia Pty Ltd	08 August 2023	08 August 2023

2.1 Change History

Version	Authorise by	Approved date	Effective Date	Significant changes
1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	Intentionally blank	Intentionally blank	<ul style="list-style-type: none"> New Document
1.1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	30 November 2016	30 November 2016	<ul style="list-style-type: none"> Logo GM contact details
1.2	RTO Manager – Mazda Technical Training Australia Pty Ltd	09 October 2017	09 October 2017	<ul style="list-style-type: none"> Review date
1.3	RTO Manager – Mazda Technical Training Australia Pty Ltd	18 th May 2018	18 th May 2018	<ul style="list-style-type: none"> Revised form to include dealer signature
1.4	RTO Manager – Mazda Technical Training Australia Pty Ltd	18 th May 2019	18 th May 2019	<ul style="list-style-type: none"> New Mazda Logo
1.5	RTO Manager – Mazda Technical Training Australia Pty Ltd	18 th November 2020	18 th November 2020	<ul style="list-style-type: none"> Review date
1.6	RTO Manager – Mazda Technical Training Australia Pty Ltd	18 th November 2021	18 th November 2021	<ul style="list-style-type: none"> Review date
1.7	RTO Manager – Mazda Technical Training Australia Pty Ltd	08 August 2023	08 August 2023	<ul style="list-style-type: none"> Review date



3 Student Leave of Absence Request Form

Date (dd / mm / yyyy)	_____ / _____ / 20_____
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Student Family Name			
Student Given Name			
Email			
Telephone		Mobile	

Employer (Dealer Name)			
Name of Employer Representative			
Position within Organisation			
Email			
Telephone		Mobile	

Commencement date of Planned Absence (dd / mm / yyyy)	_____ / _____ / 20_____	End date of Planned Absence (dd / mm / yyyy)	_____ / _____ / 20_____
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Reason for Leave	<input type="checkbox"/> Medical (supporting documentation to include Medical Certificate) <input type="checkbox"/> Compassionate (supporting documentation we require may include a statement from a Medical Practitioner, Minister of Religion or Independent Community Representative) <input type="checkbox"/> Other (state reasons below)
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Details of Circumstance	
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Declaration of Student			
(i). I declare the information I have provided on this form is correct and it is not false or misleading. (ii). I understand that MTTA may not be in a position to accommodate this leave.	Signature: Print Name: Date: ___ / ___ / 20___ (dd / mm / yyyy)		
Declaration of Student's Employer			
(i). I understand that there may be additional costs incurred for any necessary 'catch up' sessions that MTTA may have to conduct for the student. (ii). I understand that MTTA may not be in a position to accommodate this leave.	Signature: Print Name: Date: ___ / ___ / 20___ (dd / mm / yyyy)		
PLEASE NOTE:			
Once completed and signed – scan & e-mail to: mttatraining@mazda.com.au Attn: Student Support Representative Allow up to 5 working days for a response to this request. You will be contacted in due course via phone or e-mail.			
Internal use only			
Eligibility for Leave has been confirmed and approved: <input type="checkbox"/> YES <input type="checkbox"/> NO			
Details of how the student will be catching up on the missed classes: _____ _____			
Application for Leave has been declined due to: _____ _____			
Student Support Representatives' Name		Date (dd / mm / yyyy)	___ / ___ / ____
Student Support Representatives Print Signature			