

Request for Special Leave

Student Name			
Student ID			
Programme Name			
Programme Start and End Date			
Address			
Contact Phone Number			
Email Address			
Leave Request Please explain why you are requesting special leave If your leave is pregnancy related, please advise in which country you plan to give birth to your baby.	Start Date:	Return Date:	
	Reason		
Flights (Plane tickets)	Although your leave has not been approved at the time of completing this form, we are aware that you may have pre-booked your flights to secure the best deal. Please attach evidence of flight bookings.		
Any other information Please attach any supporting documentation, i.e. medical certificates			

ENROLMENTS TEAM TO COMPLETE		Verified by	
Tuition fees paid in full	Yes/No _____	Visa expiry date	

Please read and tick to acknowledge the following conditions:

- I have read and understood the study plan that NMIT has provided me to ensure I can continue to complete my studies when I return from special leave.
- I give permission for NMIT to obtain my travel movements from Immigration New Zealand, relating to this period of special leave
- I understand that I will advise NMIT if there are any changes to my return flights or circumstances.
- I understand that I will not ask for a partial refund if I decide not to return to NMIT to resume my studies.
- I will report to the International Enrolments Office or confirm via email (international@nmit.ac.nz) that I have returned to New Zealand within 48 hours of the return date specified on this form.
- I understand that NMIT will terminate my enrolment if I do not arrive within 48 hours of the return date specified on this form or a date agreed in writing with the International Enrolments Office. Once enrolment is terminated NMIT will advise Immigration New Zealand and compliance processes will commence.

Signed (student)	Date
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Please return this form to International Enrolments Office.

Approved by Head of Department	Date
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