

STUDENT REQUEST FOR LEAVE FORM

Fill in this form and take it to reception

NAME		STUDENT NO.	
PHONE NUMBER			
EMAIL			
VISA Expired Date			
<input type="checkbox"/> Student VISA	<input type="checkbox"/> Travel VISA		
<input type="checkbox"/> Working Holiday	<input type="checkbox"/> Other		

COURSE / QUALIFICATION

English
 Accounting
 Business
 Childcare
 Information Technology

Leave Type	From	To	Number of days
Holiday / / / /	
Sick Leave / / / /	
Total Days			
Medical Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No			

REASON FOR LEAVE

<input type="checkbox"/> DIAC (Interview, Medical Exam, etc)	<input type="checkbox"/> Family Visiting (Parents, siblings, etc)
<input type="checkbox"/> Education (University, IELTS exam etc)	<input type="checkbox"/> Travelling
<input type="checkbox"/> OTHER (Please provide details below): 	

I have read and understood the conditions of leave

Student Signature: _____ **Date:** _____

PLEASE HAND THIS FORM IN PERSONALLY OR FAX TO THE OFFICE

STAFF USE ONLY

Received on		Follow up by		
Records Updated by		Checked by	Date Checked	
Approved by				

CONDITIONS OF LEAVE

1. You must get permission from the college to take a holiday **1 week before** the first day of your holiday.
2. If your holiday is not approved you will be marked absent and your course attendance will be affected.
3. The maximum number of weeks holiday that can be taken during your course is:
 - a. 4 weeks for Student Visa students – recommended at term breaks
 - b. 20 weeks for Tourist/Working Holiday Visa students
4. You must inform the college of any changes to your holiday. If you do not return on the date proposed or report to the College of your circumstances of your delay, your remaining time at the College may be cancelled and DIAC may be informed.

SICK LEAVE CONDITIONS

1. Medical Certificates are required for all sick days. If you do not submit a medical certificate your attendance levels will be affected.
2. Only medical certificates with valid registered doctors or hospitals will be accepted.