

Student Holiday Request Form

- For General English students: You must have completed 10 weeks of study before they can be granted a holiday of up to 4 weeks.
- For EAP & IELTS Preparation students: You must complete the full 12 weeks of your course before you can be granted a holiday of up to 4 weeks. Holiday will not be granted mid-course.
- If leave is requested before 12 weeks of study, students should complete an Enrolment Variation Request Form.

Student Details			
First Name		Family name	
Mobile		Email	
Address in Sydney			
Course Name			
Starting Date		Finish Date	
Type of Visa	<input type="checkbox"/> Student Visa	<input type="checkbox"/> Working Holiday Visa	<input type="checkbox"/> Tourist Visa <input type="checkbox"/> Other
Current Class and Teacher			
<u>Reason for Requesting Holiday:</u>			
Holiday Duration [week (s)]	First day of holiday [date]	Last day of holiday [date]	
<ul style="list-style-type: none"> • Please note that holiday MUST be on a week basis. (i.e. Monday - Friday) • Applications MUST be received no later than Thursday if you want a holiday from the following Monday, otherwise, holiday will not be granted. 			
Signature		Date	
Office Use ONLY			
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved	
Extended Course Finish Date			
<input type="checkbox"/> Comment placed in student record in RTO Manager (RTOM) (Holiday duration & dates)			
<input type="checkbox"/> Changed course completion date in RTOM			
<input type="checkbox"/> Student 'on holiday' noted on class roll			
<input type="checkbox"/> Changed course completion date on class roll			
ADMINISTRATION'S SIGNATURE		DATE	