

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 four 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.

CONTACT DETAILS (PLEASE INCLUDE ALL CONTACT DETAILS)

Student Name:	
Address in Sydney:	
Home Country Address:	
Email:	Mobile:
Type of Visa (Please Tick):	<input type="checkbox"/> Student Visa <input type="checkbox"/> Working Holiday Visa <input type="checkbox"/> Tourist Visa <input type="checkbox"/> Other
Current Class and Teacher:	

<input type="checkbox"/>	Request New Holiday	Number of Week(s): ___	From: ___ Day ___ Month ___ Year	To: ___ Day ___ Month ___ Year
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<input type="checkbox"/>	Cancel Current Holiday	Number of Week(s): ___	From: ___ Day ___ Month ___ Year	To: ___ Day ___ Month ___ Year
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<input type="checkbox"/>	Change the current holiday	<input type="checkbox"/> Current Date Number of Week(s): ___ From: ___ Day ___ Month ___ Year To: ___ Day ___ Month ___ Year <input type="checkbox"/> New Date Number of Week(s): ___ From: ___ Day ___ Month ___ Year To: ___ Day ___ Month ___ Year
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- 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.

Reason for the request:	
Signature:	Date:

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<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Accounts Signature	

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
DOS Signature	