

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)

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| Student Name: | | | |
| Address in Sydney: | | | |
| Home: | | | |
| 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: | | | |
| 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. | | | |

REASON FOR REQUESTING HOLIDAY

SIGNATURE AND DATE

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SCOTS ENGLISH COLLEGE'S USE ONLY

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| <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |
| Extended Course Finish Date | |
| <input type="checkbox"/> Comment placed in student record in RTO Manager (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

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