

# HOLIDAY REQUEST FORM

The student is under the obligations as indicated:

- Prior to departure from Sydney, student must ensure that tuition fees and all required other fees are paid
- Prior to departure from Sydney, student must complete and submit all required assessments
- Prior to the holiday request being granted, during and after the holiday period, student must meet all course requirements
- Within 5 working days** of arrival back in Sydney, student must bring the relevant medical certificate, death certificate, legal documents or any other supporting documents such as passport, travel itinerary, plane ticket and boarding pass (if applicable) to the administration office as specified in Holiday Approval Email

<b>Student No:</b>		<b>Do you require a Holiday Confirmation Email?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Family Name:</b>		<b>Given Name:</b>	
<b>Email:</b>		<b>Tel/Mobile:</b>	
<b>Address:</b> (within Australia)			
<b>Course</b> (Please tick <input checked="" type="checkbox"/> ):	<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication	<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice	
	<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication	<input type="checkbox"/> BSB50820 Diploma of Project Management	
	<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication	<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	
	<input type="checkbox"/> General English	<input type="checkbox"/> Other: _____	
<b>Holiday Dates Requested:</b>	From: _____ To: _____		
<b>Reason(s) for Holiday Request:</b> (You may select more than one reason)	<input type="checkbox"/> Medical reasons <input type="checkbox"/> Legal reasons <input type="checkbox"/> Family emergencies <input type="checkbox"/> Religious reasons <input type="checkbox"/> Attend children overseas <input type="checkbox"/> Cultural reasons <input type="checkbox"/> Visit family <input type="checkbox"/> Travel other than home country: Destination _____ <input type="checkbox"/> Other: _____		
<b>CONTACT DETAILS IN HOME COUNTRY/DESTINATION</b>			
<b>Full Address:</b>			
<b>Telephone Number:</b>		<b>Mobile:</b>	
<b>Emergency Contact Name/Relationship:</b>		<b>Emergency Contact No:</b>	
<b>Student Signature:</b>		<b>Date:</b>	

## OFFICE USE ONLY

APPROVED       NOT APPROVED

<b>General Holiday</b>		<b>Late Submission allowed</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
From: _____	To: _____	Year _____	
From: _____	To: _____	Term _____	Block _____
<b>Approved Holiday</b>		or specific unit _____	
From: _____	To: _____	Submit by date _____	
From: _____	To: _____		
<input type="checkbox"/> Confirmation of general holiday <input type="checkbox"/> Travelling back to home country <input type="checkbox"/> Travelling other than home country <input type="checkbox"/> Other: _____			
<b>COMMENT:</b>			
<b>SIGNATURE OF AUTHORISED PERSON:</b>		<b>DATE:</b>	

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