HOLIDAY REQUEST FORM

The student is under the obligations as indicated:

☑ Prior to departure from Sydney, student must ensure that <u>tuition fees</u> and <u>all required other fees</u> are paid.

☑ Prior to departure from Sydney, student must complete and submit all required <u>assessments.</u>

☑ 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.

☑ A holiday processing fee of A$50 may apply for Approved Holiday applicable only after the first Approved Holiday requested by a student within the same calendar year and does not rollover. Please refer to the Other Fees for a list of all applicable costs on our website or at Student Services reception.

Student No:		Do you require a Holiday Confirmation Email?	☐ Yes ☐ No		
Family Name:		Given Name:			
Email:		Tel/Mobile:			
Address: (within Australia)					
Course (Please tick ☑):	☐ BSB40820 Certificate IV in Marketing and Communication		☐ BSB40520 Certificate IV in Leadership and Management		
	☐ BSB50620 Diploma of Marketing and Communication		☐ BSB50420 Diploma of Leadership and Management		
	☐ BSB60520 Advanced Diploma of Marketing and Communication		☐ BSB60420 Advanced Diploma of Leadership and Management		
	☐ BSB40920 Certificate IV in Project Management Practice		☐ BSB80120 Graduate Diploma of Management (Learning)		
	☐ BSB50820 Diploma of Project Management		☐ General English		
	☐ BSB60720 Advanced Diploma of Program Management		☐ Other: _____		

Holiday Dates Requested:	From: _____ To: _____

Reason(s) for Holiday Request: (You may select more than one reason)	☐ Medical reasons ☐ Legal reasons ☐ Family emergencies ☐ Religious reasons ☐ Attend children overseas ☐ Cultural reasons ☐ Visit family ☐ Travel other than home country: Destination_____ ☐ Other: _____

CONTACT DETAILS IN HOME COUNTRY/DESTINATION			
Student Full Address:			
Student Email (if different from the above):		Student Tele/Mobile:	
Emergency Contact Name/Relationship:		Emergency Contact No:	
Student Signature:		Date:	

OFFICE USE ONLY

☐ APPROVED   ☐ NOT APPROVED

General/Pre-arranged Holiday	Late Submission/Assessment Allowed YES ☐ NO ☐	
From: _____ To: _____ From: _____ To: _____ **Approved Holiday** From: _____ To: _____ From: _____ To: _____ ☐ Confirmation of general holiday ☐ Travelling back to home country ☐ Travelling other than home country ☐ Other: _____	**For VET Students:** Late Submission Due Date_____ Year _____ Term _____ Block _____ or specific unit_____	**For ELICOS Students:** Assessment Date_____ Level: ☐ Elementary ☐ Pre-Intermediate ☐ Intermediate ☐ Upper-Intermediate ☐ Advanced Assessment Type: ☐ Formative ☐ Summative
	Is the student required to pay a Holiday Processing Fee? YES ☐ NO ☐ N/A ☐	
COMMENT:		
SIGNATURE OF AUTHORISED PERSON:	DATE:	

Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990 **CRICOS Provider Code:** 01994M **RTO No:** 91367