

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.
- 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name:		Given Name:	
Email:		Tel/Mobile:	
Address: (within Australia)			
Course (Please tick <input checked="" type="checkbox"/>):	<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication	<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management	
	<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	
	<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication	<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	
	<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	
	<input type="checkbox"/> BSB50820 Diploma of Project Management	<input type="checkbox"/> General English	
	<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	<input type="checkbox"/> Other: _____	
Holiday Dates Requested:	From: _____ To: _____		
Reason(s) for Holiday Request: (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"/> General holiday during term break		
	<input type="checkbox"/> Travel other than home country: Destination _____		
	<input type="checkbox"/> 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			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED	
General/Pre-arranged Holiday	Late Submission/Assessment Allowed	YES	NO <input type="checkbox"/>
From: _____ To: _____ From: _____ To: _____ Approved Holiday From: _____ To: _____ 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: _____	For VET Students: Late Submission Due Date _____ Year _____ Term _____ Block _____ or specific unit _____	For ELICOS Students: Assessment Date _____ Level: <input type="checkbox"/> Elementary <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper-Intermediate <input type="checkbox"/> Advanced Assessment Type: <input type="checkbox"/> Formative <input type="checkbox"/> Summative	
Is the student required to pay a Holiday Processing Fee? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>			
COMMENT:			
SIGNATURE OF AUTHORISED PERSON:		DATE:	

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