



**Gold Coast Learning Centre**  
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Levels 1-2, 18-22 Orchid Avenue  
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ABN: 51 448 401 177  
CRICOS code **03268C** RTO code: **32285**

# Holiday Request Form

## **SECTION 1 – Personal details**

Student number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Family Name: \_\_\_\_\_  
Given Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Visa type: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 2 – Current course details**

Course name: \_\_\_\_\_  
Start date: \_\_\_\_\_  
Finish date: \_\_\_\_\_  
Weeks completed: \_\_\_\_\_

## **SECTION 3 – Reason for holiday (please tick )**

- Personal Reasons
- Family reasons
- Travelling overseas
- Work commitments
- Change to another visa subclass
- Other

If other has been chosen as a reason for change of course please give more detail here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 4 – Holiday dates requested**

Start date: \_\_\_\_\_  
Finish date: \_\_\_\_\_

## **SECTION 5 – student declaration (please tick )**

I declare that by signing this form I understand that:

- My attendance is 80% or above
- I have read and agree with the Information on the reverse of this document

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



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## Holiday Request Information

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### ELICOS students:

All students must:

- Must complete 12 weeks study before applying for a holiday.
- *Must give a minimum of two week's clear notice, the maximum number of holiday weeks students may take is four (4).*
- Must have a current attendance of above 80%.
- **Will have the holiday approved only if their reason is exceptional.**

**Note: Exceptions to these rules may be made in the case of a documented emergency.**

**Students will need to talk to the MANAGER about this.**

**Please do not pay for travel arrangements until your holiday application has been approved by the MANAGER.**

### Vocational students:

Regardless of visa type, students can only take leave for periods not exceeding 4 weeks during course dates, and must complete and agree to all terms and conditions as per the Leave Form.

All students must:

- Be completely up to date with all course assessments before taking leave.
- Have applied 2 weeks in advance for the leave.
- Have a VALID reason for taking a holiday.
- Will have the leave approved ONLY if their visa gives them enough time to add on the leave time at the end of the course to COMPLETE ALL UNITS.
- If you wish to take leave for a period longer than 4 weeks, you must either submit a Leave Form plus Special Consideration Form or complete a Course on Hold form. If your application meets the terms and conditions, you will be approved.

**Breaks between courses cannot exceed 8 weeks and are subject to approval.**

**Note: Exceptions to these rules may be made in the case of a documented emergency. Students will need to talk to the MANAGER about this.**

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