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
Holiday Request Information

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.