

If you want approved holiday leave, you **MUST** fill in this form **2 weeks before** you intend to take leave.

NOTE:

- If you want to extend your course duration you will have a new course end date.
- Holidays must be for **COMPLETE** weeks, starting on a Monday.
Holiday eligibility: you can only apply for holiday if you hold one of the following visas: Working Holiday, Bridging, Tourist or other. OR;
- If you have the Study Break option included on your CoE

STUDENT & COURSE DETAILS

Class				Student N°	
First Name				Family Name	
Course Name					
Course Start Date				Course End Date	
Visa Type	Bridging	Working Holiday	Tourist	Other	
Visa Expiry Date					

HOLIDAY DATES

From (must be Monday)		To (must be Friday)	
(maximum 8 weeks) Except at the end of the course, maximum break is 4 weeks			
Back to school on			

I understand that:

- My course can only be extended within the period of my visa.
- It is my responsibility to maintain a current visa and OSHC.

Student Signature		Date	
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Office use Only

Attendance	_____ %	Approved by	
Current Course End Date		Entered in RTO Manager by	
New Course End Date		OSHC Suspended	Yes No
Student Travelling Overseas	Yes No		

To		Class	
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Your Holiday Request has

Been **APPROVED**

NOT been **APPROVED** because >>>

Your new course finish date is		Please return to class on	
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