

## Holiday Application Form

<p>If you want <b>to approve holiday leave</b>, you MUST fill in this form <b>2WEEKS BEFORE</b>.          Holidays must be for COMPLETE WEEKS, starting on a Monday. (This is so that you do not miss any days you paid for).</p>			
<input type="checkbox"/> Domestic Student		<input type="checkbox"/> International Student	
<b>STUDENT DETAILS</b>			
Family name:		Given name:	
Student ID:		Date of Birth:	
Email:		Mobile/Phone:	
<b>COURSE DETAILS</b>			
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)			
<input type="checkbox"/> BSB50820 Diploma of Project Management		<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care		<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care	
Course start date:		Course finish date:	
Class:		Trainer:	
<b>REQUEST DETAILS AND REASON</b>			
Holiday start date:		Holiday finish date:	
Please provide the reasons below: (Evidence may be required)			
<b>PLEASE READ AND SIGN BELOW</b>			
By signing below, I confirm that:			
<input type="checkbox"/> I have provided accurate and complete information.			
<input type="checkbox"/> I acknowledge and understand that the provision of incorrect information may lead to cancellation of my enrolment and student visa.			
Student Signature:		Date:	
<b>FOR OFFICE USE ONLY</b>			
Date of Submission:	Staff name:		Staff signature:
Approved:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If not approved, why?			
Name:	Position:	Signature:	Date:
Further Comments:			