**HOLIDAY REQUEST FORM**

<table>
<thead>
<tr>
<th>Student No:</th>
<th>Given Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name:</td>
<td>Tel/Mobile:</td>
</tr>
<tr>
<td>Address: (within Australia)</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**Course** (Please tick □):  
- □ Certificate III in Business  
- □ Certificate IV in Business  
- □ Diploma of Business  
- □ Advanced Diploma of Business

**Holiday Dates Requested:**  
From: _______________ To: _______________

**Reason(s) for Holiday Request:**

**Do you require a Holiday Confirmation Email?**  
- □ Yes  
- □ No

**Student Signature:**  
Date: _______________

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**OFFICE USE ONLY**

- □ APPROVED  
- □ NOT APPROVED  
- □ IN PENDING

<table>
<thead>
<tr>
<th>General Holiday</th>
<th>Approved Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: _______________ To: _______________</td>
<td>From: _______________ To: _______________</td>
</tr>
<tr>
<td>From: _______________ To: _______________</td>
<td>From: _______________ To: _______________</td>
</tr>
</tbody>
</table>

- □ Confirmation of general holiday  
- □ Travelling overseas  
- □ Other: _______________

- □ Medical reasons  
- □ Family emergencies  
- □ Legal reasons  
- □ Other: _______________

**The student is under the obligations as indicated:**

- □ Prior to departure from Sydney, student must ensure that tuition fees are paid  
- □ Prior to departure from Sydney, student must complete and submit all required assessments due  
- □ Upon arrival back in Sydney, student must bring their passport, travel itinerary, plane ticket and boarding pass (if applicable) to the administration office  
- □ Upon arrival back in Sydney, student must provide the relevant medical certificate, death certificate or any other supporting documents to the administration office

**COMMENT:**

**SIGNATURE OF AUTHORISED PERSON:**  
Date: _______________

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