



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

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HOLIDAY REQUEST FORM

Student No:			
Family Name:		Given Name:	
Tel/Mobile:		Email:	
Address: (within Australia)			
Course (Please tick <input checked="" type="checkbox"/>):	<input type="checkbox"/> BSB30115 Certificate III in Business		
	<input type="checkbox"/> BSB40215 Certificate IV in Business		
	<input type="checkbox"/> BSB50215 Diploma of Business		
	<input type="checkbox"/> BSB60215 Advanced Diploma of Business		
	<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication		
	<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication		
	<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication		

Holiday Dates Requested:	From: _____ To: _____		
Reason(s) for Holiday Request:			
Do you require a Holiday Confirmation Email?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student Signature:		Date:	

OFFICE USE ONLY			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED	
<input type="checkbox"/> IN PENDING			
General Holiday		Approved Holiday	
From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____
From: _____ To: _____	From: _____ To: _____	From: _____ To: _____	From: _____ To: _____
<input type="checkbox"/> Confirmation of general holiday <input type="checkbox"/> Travelling overseas <input type="checkbox"/> Other: _____	<input type="checkbox"/> Medical reasons <input type="checkbox"/> Family emergencies <input type="checkbox"/> To attend child/children overseas <input type="checkbox"/> Other: _____	<input type="checkbox"/> Legal reasons <input type="checkbox"/> Religious reasons	
The student is under the obligations as indicated: <input type="checkbox"/> Prior to departure from Sydney, student must ensure that <u>tuition fees</u> are paid <input type="checkbox"/> Prior to departure from Sydney, student must complete and submit all required <u>assessments</u> due <input type="checkbox"/> Upon arrival back in Sydney, student must bring their passport, travel itinerary, plane ticket and boarding pass (if applicable) to the administration office <input type="checkbox"/> Upon arrival back in Sydney, student must bring provide the relevant medical certificate, death certificate or any other supporting documents to the administration office		Late Submission allowed YES <input type="checkbox"/> NO <input type="checkbox"/> Year _____ Term _____ Block _____ or specific unit _____ Submit by _____ Signature _____	

COMMENT:			
SIGNATURE OF AUTHORISED PERSON:		DATE:	