



# 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

<b>Student No:</b>			
<b>Family Name:</b>		<b>Given Name:</b>	
<b>Email:</b>		<b>Tel/Mobile:</b>	
<b>Address:</b> (within Australia)			
<b>Course</b> (Please tick <input checked="" type="checkbox"/> ):	<input type="checkbox"/> BSB30115 Certificate III in Business	<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication	
	<input type="checkbox"/> BSB40215 Certificate IV in Business	<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication	
	<input type="checkbox"/> BSB50215 Diploma of Business	<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication	
	<input type="checkbox"/> BSB60215 Advanced Diploma of Business		
<b>Holiday Dates Requested:</b>	From: _____ To: _____		
<b>Reason(s) for Holiday Request:</b>			
<b>Do you require a Holiday Confirmation Email?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### DETAILS OF HOME COUNTRY

<b>Full Address:</b>			
<b>Telephone Number:</b>		<b>Mobile:</b>	
<b>Emergency Contact Name:</b>		<b>Emergency Contact No:</b>	
<b>Student Signature:</b>		<b>Date:</b>	

### OFFICE USE ONLY

<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> PENDING	<input type="checkbox"/> CANCELLED
<b>General Holiday</b>		<b>Approved Holiday</b>	
From: _____ To: _____ From: _____ To: _____ <input type="checkbox"/> Confirmation of general holiday <input type="checkbox"/> Travelling overseas <input type="checkbox"/> Other: _____		From: _____ To: _____ From: _____ To: _____ <input type="checkbox"/> Medical reasons <input type="checkbox"/> Legal reasons <input type="checkbox"/> Family emergencies <input type="checkbox"/> Religious reasons <input type="checkbox"/> Attend children overseas <input type="checkbox"/> Cultural reasons <input type="checkbox"/> Visit family <input type="checkbox"/> Other: _____	
<b>ALL EVIDENCE REQUIRED AS BELOW MUST BE SUBMITTED <i>WITHIN 5 WORKING DAYS OF ARRIVAL</i>. FAILURE TO DO SO, YOUR HOLIDAY MAY BE CANCELLED.</b>  <b>The student is under the obligations as indicated:</b> <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		<b>Late Submission allowed</b> YES <input type="checkbox"/> NO <input type="checkbox"/> Year _____ Term _____ Block _____  or specific unit _____  Submit by _____ Signature _____	

<b>COMMENT:</b>			
<b>SIGNATURE OF AUTHORISED PERSON:</b>		<b>DATE:</b>	