# Holiday Application Form

Request Date: _____/_____/_____

■ **Student Name** _____

■ **Student Number** _____   ■ **Date of Birth** _____

■ **Contact Details** (Please put all the contact details)

   **Address**: _____

   **Email**: _____   **Phone (H / M)** _____

■ **Type of Visa (Please Tick)** □ Student   □ Working Holiday   □ Tourist   □ Other(            )

■ **Current Class**: _____   **Teacher**: _____

■**Reason**:

_____

■ **Duration**: _____Week(s) **/ Dates Inclusive**: From _____To_____
   ▶ Please note that holiday **must be a week basis**. ( i.e. Monday – Friday)
   ▶ Application MUST be received no later than Thursday if you want holiday from coming Monday.
     Otherwise holiday will not be granted

**Original Course Schedule**

|  | Start Date | Finish Date | Week(s) |
|---|---|---|---|
| 1st Course |  |  |  |
| 2nd Course |  |  |  |
| 3rd Course |  |  |  |
| 4th Course |  |  |  |

**New Course Schedule**

|  | Start Date | Finish Date | Week(s) |
|---|---|---|---|
| 1st Course |  |  |  |
| 2nd Course |  |  |  |
| 3rd Course |  |  |  |
| 4th Course |  |  |  |

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____

*OFFICE USE ONLY* -   □ Approved        □ Not Approved

Extended Course Finish Date _____
   □ Put a Comment on Student Information Sheet (Holiday Duration & Date)
   □ Changed Course Finish Date on student information sheet
   □ Changed Course Finish Date on the college roll & class roll
   □ Changed Course Finish Date on the attendance rate sheet

Administration's Signature _____ Date_____