



This form must be completed and returned to the College Office **14 days prior to BOOKING your holidays.**

Date: _____ Received by: _____

Student Name: _____

Year Level: _____ House Group: _____ DOB: _____

I am **not** requesting holiday leave. I will be remaining with my Homestay family.

I am requesting holiday leave. The details of my holiday are outlined below.

HOLIDAY INFORMATION

First day of holiday: _____

Date of last night in Homestay: _____

Last day of holiday: _____

Date of first night back in Homestay: _____

Returning to school on: _____

Method of transport: _____

Destination: _____

Contact address of destination: _____

Name, phone number and contact details of people travelling with you:

Student's signature: _____ Date: _____

Homestay Parent signature: _____ Date: _____

Notes: _____



NOTE:

If extra holidays are taken without approval, this will affect your attendance record and Homestay payment rate. The department of immigration and multicultural and indigenous affairs will be contacted.

Date returned to student: _____

Student's Name: _____ Year: _____ House Group: _____

Your holiday **HAS** been approved

Your holiday **HAS NOT** been approved

Please Provide:

Authorised signature: _____ Date: _____

A copy of your plane ticket and itinerary MUST BE SUBMITTED to the College at least one week prior to the end of the school term.