

Holiday Request (Student visa holders only)

Please complete the Holiday Request form and submit to the Reception desk. Students will be contacted regarding the outcome of their application and are advised not to make holiday plans until approval received. Students should allow 3 working days for the processing of this application.

STUDENT DETAILS

STUDENT NUMBER: _____ COURSE: _____

STUDENT NAME: _____

CURRENT ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

HOLIDAY DETAILS

LENGTH OF ENROLMENT (..... weeks)

HOLIDAY START DATE/...../..... HOLIDAY FINISH DATE/...../..... (_____ weeks)

HOMESTAY DETAILS Are you in homestay accommodation? Yes No

If YES, what dates will you leave and return to homestay? Out/...../..... Return/...../.....

STUDENT SIGNATURE: _____ Date/...../.....

FOR STUDENTS UNDER THE AGE OF 18

CARER/GUARDIAN SIGNATURE: _____

Name of Carer/Guardian: _____ Contact number: _____

Date of signature: ____/____/____

STAFF USE ONLY

Student Services

Current CoE Attendance at/...../..... is % (less than 85% - not approved)

Accommodation (if relevant)

Homestay family advised Yes Not applicable

eBECAS records updated Yes Not applicable

Spreadsheet updated Yes Not applicable

Registration

New CoE issued on PRISMS byDate N/A

New CoE entered on eBECAS byDate N/A

Holiday entered in eBECAS

Student Notified

Yes No How? _____

Holiday Request Policy

Scope

This policy extends to all student visa holders and should be read in conjunction with the Study Break Policy and procedure. This policy does not apply to Tourist Visa or Working Holiday Visa holders.

Guidelines

- Students:
 - will have to suspend their course and their fees held until they resume classes.
 - choosing not to extend their course as a result of taking a holiday will not be eligible for a refund of unused fees.
 - must not have any outstanding fees at the time of Holiday Request.
 - under the age of 18 must have consent from their parent and or guardian.
 - in homestay accommodation must discuss their holiday plans with a Student Support Advisor.
- Requests for a revised CoE will incur a \$100 administration fee.
- The unused portion of study cannot be added to a subsequent enrolment.
- Holidays may only be taken in full weeks (= Monday to Friday).

Attendance Requirement for Holiday Request Approval

A minimum 80% attendance based on the student's length of CoE.

General English / HSP	
Enrolment period	Length of holiday allowable
1-10 weeks	not available
11-25 weeks	1 week
26-35 weeks	2 weeks
36-45 weeks	3 weeks
46+ weeks	4 weeks

Academic English Preparation	
Enrolment period	Length of holiday allowable
AEP 1 + AEP2	not available
AEP 2 + AEP3 (10wks)	not available
AEP 2 + AEP3 (15wks)	not available
AEP 2 + AEP3 (20wks)	5wks after AEP2
AEP 1 + AEP2 + AEP3 (10wks)	5wks after AEP2
AEP 1 + AEP2 + AEP3 (15wks)	5wks after AEP2
AEP 1 + AEP2 + AEP3 (20wks)	5wks after AEP2

Student Visa Holders with Dependent Children

Depending on the circumstances, the College will be as flexible as possible – allowing up to 5 weeks' holiday to look after the child during school holiday periods. This may mean that more holidays are granted than the student is entitled' to under this policy.

Guardian Visa Holders

Holders of guardian visas as the carers of an under 18 year old student in primary school or high school may only study for a maximum of 12 weeks during the length of their visa. However, as their presence in Australia is primarily as the carer for the young student, they will need to be treated as a 'special case' for holiday purposes. Guardian visa holders therefore, may be granted permission to take all holidays as indicated by the primary school or high school terms in order that they may care for their charge.