

FORM MUST BE COMPLETED IN FULL — INCOMPLETE FORMS WILL NOT BE PROCESSED



STUDENT DETAILS

Student Number: _____

Surname/Family Name: _____

Given Name(s): _____

Visa Type: Student Working holiday Tourist Other: _____

Email (must be provided): _____

Mobile Number: _____

LEAVE (HOLIDAYS) REQUEST

Leave Start Date: / /

Leave End Date: / /

Current course: Day Evening Part-time

General English

Pronunciation in Context

IELTS Preparation

Cambridge: KET PET FCE FCE On-Demand CAE CPE

English+ Creative Technology

English for Business

English for Vocation Studies

English for Academic Purposes

Holiday duration: Weeks

Return Date: / /

Reason for Request (Comments):

DECLARATION

I understand and agree that:

1. Requests must be submitted at least 5 working days before the requested change date.
2. Changes to my enrolment may affect the status and validity of my visa. I should contact Department of Home Affairs for further information.
3. Requests for changes to fixed entry courses (all courses excluding General English and IELTS Preparation) are the discretion of Greenwich English College. Fees May apply in accordance with the terms and conditions of enrolment.
4. Maximum leave periods apply depending on the type and the length of the enrolment:
a. Student visa (1-4 weeks) **b.** Working holiday/Tourist visa/Other visa (1-7 weeks) **c.** Working holiday/Tourist visa/Other visa (8-24 weeks - subject to a \$10 change fee)
5. If you fail to return on the specified Return Date, then fees may apply in accordance with the terms and conditions of enrolment.
6. The outcome of my request will be advised to me by email within 5 working days (if you have not heard from us within 5 working days, please contact the college).
7. The outcome of my leave request is not final until I have received an email from the college. If my request is not approved, I will be expected to attend classes for the period specified on this form. Fees may apply in accordance with the terms and conditions of enrolment.
8. All requests are subject to approval and will be at the discretion of Greenwich English College.

Student Signature [or electronic acknowledgment]: _____

Received by: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

OFFICE USE ONLY

Approved Reject

Signature: _____ Date: ____ / ____ / ____

Typed Updated Emailed
 Processed:

Comments: _____

Date: ____ / ____ / ____