

# Application for Holiday Leave Form (VET) (less than 4 weeks)



**SHAFSTON**  
www.shafston.edu

Purpose of a Holiday Application Form
The information on this form is collected for the primary purpose of recording reasons and evidence for your request to be absent / on leave for compassionate or compelling reasons, and for ensuring that Shafston has your current contact details. Information is collected on this form in order to meet Shafston's obligations under the ESOS Act and the National Code 2007, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Student Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collection about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities, to your provider or college, your sponsor or educational representative. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Important information you need to know before completing this form:
This form must be used for leave less than 4 weeks. If you are applying for 4+ weeks, you must use the Application for Deferral & Suspension of Studies Form. Taking holidays will extend the length of your course and the end date will change, which might affect your capacity to complete the course before the expiry of your visa. Going on a holiday without approval, you will be marked absent from class and your attendance will be affected.

How to apply for a Holiday:
<ol style="list-style-type: none"> <li>1. Complete this application form (if you need assistance please see your student support officer)</li> <li>2. Attach the supporting documentation with this application - A travel ticket/hotel reservation etc</li> <li>3. Submit your completed form with all supporting documentation to Student Services Department either in person or via email to <a href="mailto:students@shafston.edu">students@shafston.edu</a></li> </ol>

Student Information			
Student Name		Student No.	
Current Class		Age	
Email		Date of Birth	
Email Address		Mobile No.	
<b>VISA type</b>	<input type="checkbox"/> Student <input type="checkbox"/> Other		
<b>Have you given two weeks' notice of your holiday?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>What supporting documentation are you providing?</b> e.g. Travel tickets, hotel reservations, etc.			
<b>Please write down the dates of your holiday. Leave dates always start on Monday and finish on Friday</b>			
<b>Start Date</b>	____/____/____	<b>Finish Date</b>	____/____/____
<b>Return to my class at Shafston</b>	<input type="checkbox"/> Yes Date: ____/____/____	<input type="checkbox"/> No	<b>Total number of weeks</b>

Reasons for Request

Student Declaration
<p>This is the first time I am applying for 'holidays' <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> I understand taking holidays will also extend the length of my course and the end date will change.</p> <p><input type="checkbox"/> I have checked the 'end' date of my Visa, and I will be able to come back to class and complete my studies before the expiry date of my VISA. (Also, if you start another course at another institution, please make sure you will finish your Shafston course before you start your next course.)</p> <p><input type="checkbox"/> I have read and understood all of the conditions of my holiday, (including my homestay obligations.)</p> <p><input type="checkbox"/> I have provided all required supporting documentation.</p> <p><input type="checkbox"/> All the information I have given here is accurate and true.</p>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only			
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No		Signature	Date
Name and Signature		Received by	
Date		Uploaded to JR by	
Comments			

BY POST	CLICK TO EMAIL	IN PERSON
Shafston International College Attn: Student Services Dept. 46 Thom Street Kangaroo Point QLD 4169	<h1>E-mail</h1>	BRISBANE Student Services Department 46 Thom Street Kangaroo Point 4169

Enquiries: [students@shafston.edu](mailto:students@shafston.edu)