

NATIONAL COLLEGE OF  
**VOCATIONAL  
EDUCATION**

**HOLIDAY REQUEST FORM**

To be completed at least 3 days before start date of holiday

**PERSONAL DETAILS**

Student Number:	Today's Date:	<b>Holiday leave is only granted to Student VISA holders.</b>  <b>VISA:</b> Student <input type="checkbox"/>
Student Name:	Date of Birth:    /    /	Male / Female
Course Dates	Start Date:        /    /	Finish Date:    /    /    Weeks:

**HOLIDAY – DETAILS**

- 1. 1 Week holiday = 5 days : holidays must be Monday to Friday**
- 2. You may take a '1 week holiday' for each 12 week Unit**
- 3. You may take a total of 4 weeks' holiday per 48-52 weeks**

Number of days		
Holiday Start - End Date	From:        /    /	To:    /    /
Return to College on	Date:        /    /	
Do you want to study this week(s) At the end of your course?	YES	NO
New finish date	Date:        /    /	

**COMMENTS**

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**OFFICE USE**

- Approved: TESOL Manager
- Diary Notes Entered
- Entered into CMS
- Seen by Homestay
- Received at Front Desk

**Student Signature:** \_\_\_\_\_

The personal information you provide on this form will be treated as confidential, used only to process your request and not for any other purpose without your authority.