

Student Details
Surname/Family Name _____

Given Name(s) _____

Visa Type Student Working holiday Tourist Other

Student Number _____

Email _____

(Email address must be provided)

Leave (Holidays) Request
Leave start date / /

Leave end date / /

Current course Day Evening

 Cambridge: KET PET FCE CAE

 EAP or AEP

 English for business

 General English

 IELTS Preparation

 Pronunciation in context

Holiday duration _____

Weeks _____

Return date / /

 Business

 Leadership and Management

 Project Management

 Marketing And Communication (Social Media)

 Cert IV Diploma Advanced Diploma

Reason for request comments**Declaration/Signature - 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 DIBP 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 enrollment
 - 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 \$50 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
7. 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)
8. 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
9. All requests are subject to approval and will be at the discretion of Greenwich English College

Student Signature**Date** / /

Office use only
Received by _____

Date / /

Admissions _____

Date / /

Fees Due \$ _____

Visa/Study Status Check Yes No

Comments _____

Management _____

Date / /

Management Signature**Leave Approved** Yes No

 Student emailed outcome of request

Date / /

 Student Paid Copy in CMS

Admissions (Print name)

 Changes made in CMS

Date / /

 Original request form filed

Admissions (Print name)

Form must be completed in full. Incomplete forms will not be processed