



HOLIDAY LEAVE APPLICATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM
AND PLEASE KEEP A COPY

INFORMATION FOR STUDENTS

Please read the information below before completing the form.

GENERAL INFORMATION

1. This form should be used if you are intending to be absent from class for 5 -14 consecutive days or if you expect to miss the start of any semester.
2. Please submit the completed form to Student Services (studentservices@aih.nsw.edu.au) for processing.
3. If you need to be absent for an extended period of time and are unable to maintain your course progression, you may need to defer your studies. In this instance, please complete the Student Course Deferment or Suspension Form (Continuing Students).
4. If an assessment is due in the period you will be absent, you should consider applying for Special Consideration by completing a Special Consideration Request Form. Special Consideration will be assessed in accordance with the Special Consideration guidelines in the **Student Assessment Policy** and associated Procedure. Applications for Special Consideration must be received before the assessment event or within 3 days of the assessment event.
5. It will be your responsibility to contact your lecturer to discuss what you missed in class.
6. Holiday leave during a semester will not usually be granted unless there are extenuating circumstances. Supporting evidence is required.

Privacy: We recommend that you read the AIH's Management of Personal Information Policy and associated Procedure published on our website [www.aih.nsw.edu.au]

Return this form to:
Australian Institute of Higher Education P/L
Level 3, 545 Kent St, Sydney NSW 2000
Phone +(612) 9020 8050, Fax +(612) 8004 9286
Email: [studentservices@aih.nsw.edu.au]

STUDENT DECLARATION

I declare that the information provided by me is accurate and complete. By signing this form, I declare that I understand the conditions stated on this form.

Signature:

Date:

OFFICE USE ONLY

Received by:

Received date:

Academic Reviewed By:

Date:

Approved

Declined

Diary Note

Form uploaded in Student Management System

PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:

Undergraduate courses

- Diploma of Business Information Systems
- Associate Degree of Business Information Systems
- Bachelor of Business Information Systems
- Bachelor of Accounting
- Bachelor of Business

HOLIDAY LEAVE DETAILS

Reason for holiday leave (please tick) Medical Overseas Other (please state below)		
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I wish to take holiday leave from date:

Returning from holiday leave date:

Evidence provided (please state below)