



IMAGINE EDUCATION AUSTRALIA

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ELICOS Holiday Application Form

- If you want **approved holiday leave**, you **MUST** fill in this form and submit **2 WEEKS BEFORE**.
 - If you want to **extend your course**, you will have a **NEW END DATE**.
- Holidays must be for **COMPLETE WEEKS**, starting on a **Monday**. (This is so that you do not miss any days you paid for).

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|---|--|--|--|
| WHO CAN TAKE A HOLIDAY? ELICOS students on a student visa. To a maximum of 4 weeks per 12 month enrolment | | | |
| STUDENT NAME: | | IS THE STUDENT SVP? Yes / No (Circle) | |
| EMAIL ADDRESS: | | | |
| AGENT DETAILS: | | | |
| STUDENT NUMBER: | | CLASS NUMBER: | |
| DATE OF BIRTH: _____ / _____ / _____ | | AGE: | |
| DATE YOU STARTED YOUR COURSE: _____ / _____ / _____ | | HOW LONG IS YOUR COURSE? _____ WEEKS _____ MONTHS | |
| " I wish to apply for approved Holiday Leave from my course for _____ week/s commencing: Monday _____ / _____ / _____ And returning on Monday _____ / _____ / _____ | | | |
| Will you be travelling Overseas? (Please circle) YES NO Between these dates: _____ / _____ / _____ to _____ / _____ / _____ Please EXTEND my End Date? (Please circle) YES NO | | | |
| TYPE OF VISA: | | | |
| <input type="checkbox"/> STUDENT VISA <input type="checkbox"/> TOURIST VISA <input type="checkbox"/> WORKING HOLIDAY VISA <input type="checkbox"/> OTHER (Please specify) _____ I understand that a \$50 ADMIN FEE will Apply | | | |
| <ul style="list-style-type: none"> You will be provided with a new COE It is my responsibility to MAINTAIN A CURRENT STUDENT VISA AND OSHC. I declare that I AM OVER 18 YEARS OF AGE: YES / NO (Please circle) | | | |
| STUDENT SIGNATURE: | | TODAY'S DATE: / / | |

| | | | |
|----------------------------------|--|--|--|
| FOR OFFICE USE ONLY: | | | |
| Received by: | Date: / / | Date Received: | / / |
| \$50 Administration fee charged | | Signature: | |
| Academic Manager checked: | Student Under 18 Years? YES / NO (Please Circle) | Under Imagine Welfare? YES / NO (Please Circle) | Approved / Declined (Please Circle) |
| | Updated Pepi? YES / NO (Please Circle) | Extended? YES / NO (Please Circle) | New End Date: / / |
| | Student Travelling Overseas? YES / NO (Please Circle) | OSHC Suspended? YES / NO (Please Circle) | Sign: _____ Date: / / |
| DOE/GM/AM approved by: | Name: | Sign: | Date: / / |
| Administration Manager checked: | Updated PRISMS? YES / NO (Please Circle) | Name: | Date: / / |
| Student Advised: | | Date Sent: | / / |
| Trainer Advised: | | Date Sent: | / / |
| Agent & Account Manager Advised: | | Date Sent: | / / |



STUDENT RETURN SLIP

Dear _____,
 Your application for approved holiday leave from _____ / _____ / _____ to _____ / _____ / _____
 has been approved / declined.
 Reason (if declined): _____
 Your END DATE has not changed. END DATE: _____ / _____ / _____
 Your NEW END DATE is: _____ / _____ / _____

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CRICOS Provider No: 02695C

National Provider Number 31302

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