

STUDENT DETAILS

Student ID:	
Student full name:	

TERMS AND CONDITIONS

- As changing your enrolment may affect your student/other type visa you must discuss this request with your education agent with regards to your visa requirements. You may also contact the Department of Home Affairs (DHA) on 131 881 for further assistance.
- Your course fees must be up to date as per your Payment Plan and this change will attract an Administration Fee of \$75.00.
- For approved holiday leave, this form must be submitted 2 week prior.
- If you 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).

HOLIDAY APPLICATION

From:		To:	
This MUST be a Monday		This MUST be a Sunday	

Please extend my end date:	YES	NO	I am travelling overseas:	YES	NO
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Travelling overseas between these dates:

From:		To:	
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Reason for holiday (attach additional pages if required):

DECLARATION:

I hereby apply for holiday leave and acknowledge that this application will be processed in accordance with the Imagine Education Australia, Deferral, Suspension and Cancellation Policy, which I have read and understood. A decision will be provided to me within 10 working days of this application being completed. I understand that if my application is declined, I will have 20 days to access the Appeals process as detailed in the Student Handbook. I understand that a maximum of 4 weeks holiday can be taken per 12-month enrolment.

Student signature:	
Date:	

OFFICE USE ONLY	
Received by and date:	
Payment received:	<input type="checkbox"/> EFTPOS <input type="checkbox"/> Bank transfer <input type="checkbox"/> Cash
Approved/not approved by and date:	
Notes and evidence provided:	
Actioned in eBECAS by Admissions and date:	
Agent and Student advised by Admissions and date:	
Actioned in eBECAS by SPO and date:	
Actioned in PRISMS by Admissions and date:	