

Windsor Institute of Commerce Pty Ltd Leave Request Form

Circumstances in which you could be eligible for Leave

1. Death of an immediate family member
2. Medical emergencies
3. "Exceptional circumstances"

This form must be signed by the Head Trainer, Academic Manager, Student Services and the Principal Executive Officer to get a formal approval of your leave. After returning to Australia, please show your **PASSPORT** to the Administration Manager to adjust your attendance.

Documents required supporting your application.

1. Travel itinerary (For example: Air ticket)
2. Medical report from a doctor with the doctor's provider number.
3. Evidence of relationship with the deceased person (if applicable).
4. You may be asked to produce additional documents if the evidence provided to us is not satisfactory to process your application.
5. A study plan must be organized and agreed upon between the College and the student prior to the leave approval.

Please note: Preferably the institution would like to receive your application **2 weeks** prior to the day of your travel. ***Do not purchase your air ticket prior to the approval of your leave application, in anticipation that your application is going to be approved.*** Your leave application may not be approved if the management believes that the leave will severely affect your studies and your expected completion date of your course you are currently undertaking. Your application for leave will be rejected if your attendance is below the minimum attendance requirement of 80%. **We do NOT grant extension of the courses or refund tuition fees for the time you are on leave.** You will be asked to pay an "additional fee" for the missing units/assessments and the "additional fee" will be calculated based on the number of units/assessments missed during your leave period. For more information on "additional fee", please contact the administration

We **DO NOT recommend students to take any leave while courses are in session.** Your application may not be approved if the request for leave falls during the teaching period. We advise you to plan your travelling during school holidays. Please refer to the academic calendar for school holidays.

Student Declaration:

I have read and understood terms and conditions stated above. I also understand that I am applying for leave when the session is on and I am aware that I will miss out my training and assessments. I take full responsibility for the missing assessments and training and I am aware that I will have to pay "additional fee" for the missing units/assessments based on the number of units/assessments I have missed. I am also aware that the institution is not responsible for my lost time and it is my responsibility to catch up with the training and assessments that I will miss when I am on leave.

Name:

Student ID:

Signature

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OFFICE USE ONLY	
Item No.	A –
Filing Date	

Procedure for Leave request

1. Complete your personal details, READ the instructions CAREFULLY at the back of this form before you sign it.
2. Attach all the required documents to assist you with your leave application (for more information on the documents please read the information at the back of this form)
3. Get approval from the Academic Manager.
4. Get Student Services Officer to acknowledge your holiday or leave request.
5. Return this form to the Principal for final approval.

Course (Please Tick) Business IT E-Business / Tourism Hospitality/Cookery

Student No _____ **Contact Number** _____

Family Name _____

Given Name _____

Holiday Request From _____ **To** _____

Reason for Leave _____

PLEASE TICK THE BOX FOR THE

1. Travel Itinerary
2. Medical Certificate
3. Accident Report
4. Evidence of your relationship with the deceased person (if applicable)
5. Other (Please Specify) _____

Student Signature _____ **Date** _____

OFFICE USE ONLY			
Head Teacher's Comment			
Academic Manager	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Comment Signature	Date:
Student Service Officer	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Comment Signature	Date:
Principal	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Comment Signature	Date: