



STUDENT TEMPORARY LEAVE FORM

Date: ___/___/___

Parent/Guardian Details

Surname:

First name:

Important Note: The leave should be approved before making any travel arrangements. The school fee should be paid in advance for leave period. If the student returns to the college after leave period has expired, then he/she could be de-registered.

Details of students who are leaving

Name	Year Level
1.	
2.	
3.	
4.	
5.	

Leave request beginning Date: Date:

Recommencing school: Date:

Reasons for student(s) leave

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Contact details while away:

Phone No:

Email:

Parent/Guardian Signature:

For office use only

Family code:

Approved: Yes / No

Fees amount in advance:

Principal's Signature: