

NOTIFICATION FORM

UNDER 18s TRIMESTER BREAK

Vacation and pre-departure – conditions of application

Instructions on how to apply

1. The form must be submitted no later than one week prior to your departure date.
2. Only complete applications will be accepted.
3. You are required to attach a copy of your eTicket if you are returning home to your family.
4. You are required to attach a copy of your itinerary, accommodation address, name and contact details of who you will be travelling with and a letter of support from your parents if you are holidaying in Australia or overseas without your family.
5. The form must be signed by your parents.
6. If approval is granted you will receive an email notification from the college director.

Section 1: Personal details

Family Name	Given Name	
Student ID	Date of Birth	
Email	Telephone	Mobile
Leave Period <input type="checkbox"/> End of Trimester 1 <input type="checkbox"/> End of Trimester 2 <input type="checkbox"/> End of Trimester 3		

Section 2: Trimester break options

Please tick one of the following

I will be remaining in my approved Accommodation during the Trimester break. *Go to Section 5*

I will be returning to my home country and care of my parents/guardian family during the Trimester break. *Go to Section 4*

I will be holidaying in Australia or overseas with someone other than my parents. *Go to Section 3*

Section 3: Holiday with someone other than parents

Briefly explain your itinerary including dates. Please attach any eTickets.

Travelling Companion (must be over 18)

Full Name

Date of Birth	Relationship
Telephone number of travelling companion	Email of travelling companion

Go to Section 5

Section 4: Returning Home

Departure Date	Flight Number
Destination	
<input type="checkbox"/> eTicket Attached	
Return Date	Flight Number
Destination	
<input type="checkbox"/> eTicket Attached	
Parents Email/Phone	
Parents address	
Destination Address (if different from home/parents address)	

Go to Section 5

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Section 5: To be completed by student

<input type="checkbox"/> I have read and understood the guidelines and advice on this application form.	
Signature	Date
Student ID	

Section 6: To be completed by parent/legal guardian declaration

<input type="checkbox"/> I have read and understood the guidelines and advice on this application form. <input type="checkbox"/> I certify that all information, including supporting documentation and certificates, is correct, and that I give permission for my son/daughter to undertake the travel detailed above. Application forms NOT signed by the student and Parent/Legal Guardian WILL NOT be accepted.	
Signature	Date
Full Name	Relationship to Student

Office: To be completed by College Director

Approved <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, reason	
Full Name	
Signature	Date
<input type="checkbox"/> Student notified <input type="checkbox"/> Entered in edupoint <input type="checkbox"/> Filed in student records	