

# Leave Request Form - Student



WHITEHOUSE  
INTERNATIONAL  
COLLEGE  
RTO 45927 | CRICOS 04067D

02 6190 7902

[www.whitehousecollege.edu.au](http://www.whitehousecollege.edu.au)  
[admin@whitehousecollege.edu.au](mailto:admin@whitehousecollege.edu.au)

Address: 1/150 King Street,  
Newcastle, 2300, NSW

Please email completed forms to: [Studentservice@whitehousecollege.edu.au](mailto:Studentservice@whitehousecollege.edu.au)

*Students should familiarise themselves with the attendance policy as set out in the Student Handbook before applying for leave. Taking leave during active semester time will only be approved in a **limited number of circumstances**. Students are encouraged to take holidays and other personal leave during fixed semester breaks.*

Student name	
Student ID	
Name of course and code	
Reason for proposed leave	<b>Emergency</b> <b>Family</b> <b>Medical</b> <b>Religious</b> <b>Other</b>
Please give a brief description of your reason for leave – <b>attach any evidence to support your application to your email</b>	
Proposed start date of leave	
Proposed return date	
Total number of days leave	

- I confirm that the information I have supplied in this application is accurate
- I understand that leave may be declined and that I should await a decision before travel
- I confirm that I will comply with any conditions attached to the approval of my leave
- I understand that approval to travel does not constitute a deferral of my study, and I am still responsible for meeting my fee obligations
- I confirm that I am responsible for ensuring that any international travel is in line with my visa conditions

<b>Signed:</b>		<b>Date:</b>	
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Office use only	
Application received by	
Date application received	
Application sent to	
<b>Outcome</b>  Approved  Declined	<b>Reason for Decline</b>
Name and title:	
Signature:	Date: