

LEAVE REQUEST

Student visa conditions require that you must attend school every day during the school term.
All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

All leave applications must:

- be submitted **at least 4 weeks prior** to planned departure date
- be submitted to **DE International for approval prior to booking flights**
- have attached **written parent consent** signed by with parent
- provide evidence if **medical or compassionate / compelling circumstances** if applicable

Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.

You must submit a **copy of your flight ticket** to DE International, if approval for your leave request has been granted by DE International.

School

ATE Number: S0 DOB: Date:

Student first name: Known as: Surname:

Student mobile number: Email address:

Parent mobile number: Parent email:

Expected **departure date**:..... Expected **return date**:

Total number of schools days that you would be missing:

Reason for leave request:

.....

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ATTACH WITH APPLICATION

- Signed parent letter
- Translation of letter
- Supporting documents

.....
Signature - International Student Coordinator

*Attendance rate at date of application%

Principal Recommended Not Recommended

Comment

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DE International Office Use Only

Approved

Not Approved