

Application for Extended Leave – Travel

Note: Parts A, B and C are to be completed by the student's parents/carer and returned to their child's school principal.

PART A: STUDENT DETAILS

Please complete table below with details of all students at this school associated with the period of travel. Separate applications are required for each school if siblings do not attend the same school.

Family Name	Given Names	D.O.B	Age	Class

Student Address:

Postcode:

Campus:

Dates of extended leave applied for:

From:

To:

Number of school days:

Reason for travel (including why this travel is occurring in school time)

Relevant travel documentation such as an e-ticket or itinerary (in case of non-flight bound travel within Australia only) must be attached to the application.

PART B: DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL (If applicable)

Dates of prior extended leave:

From:

To:

Number of school days:

Certificate of prior Exemption/Extended Leave – Travel attached:

Yes

No

PART C: PARENT DETAILS

Copy of prior Certification of Exemption/Extended Leave – Travel attached:

Yes

No

Surname:

Given Names:

Address:

Postcode:

Phone:

Relationship to Child:

As the parent and applicant, I hereby apply for a Certificate of Extended Leave - Travel and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the Certificate of Extended Leave – Travel
- The period of extended leave will count towards my child's absences from school.

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the Application for Extended Leave - Travel may result in the provided period of extended leave being cancelled.

Signature of Parent/s:

Date:

PART D: TO BE COMPLETED BY THE PRINCIPAL

I accept this Application for Extended Leave – Travel:

Yes

No

Please provide more details here, if required:

Principal Signature:

Date:

Note: Please complete the Certificate of Extended Leave – Travel if requested leave is approved.

The original certificate is to be given to the parent, with a copy kept on the student's file.

The parents should be advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.