EXTRA HOLIDAY NOTICE

Mueller College will not and cannot agree to students taking early leave or extending holidays.

The National Code of Practice produced by the Australian Government clearly states in Standard 13:

“Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstance”.

13.2 the registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of
   a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) or
   b) misbehaviour by the student.

13.3 the registered provider must:
   a) inform the student that deferring, suspending or cancelling his enrolment may affect his or her student visa, and
   b) notify the Secretary of DEST via PRISMS as required under section 19 of the ESOS Act where the student’s enrolment is deferred, temporarily suspended or cancelled.

In addition to this being a legal obligation by Mueller College there are other consequences:

- Students may fail to attain the attendance requirements as set by the Department of Immigration and Citizenship.
- Students may lose confidence and skills in their English Proficiency
- Students may miss important assessment which will impact on QSA requirements.
- Days absent will be counted towards your attendance record.

The written permission of the parent/guardian must accompany the Extra Holiday Form if the student is under 18 years old.

Students intending to leave Brisbane at any time who wish to take extra holidays must inform Mueller College by completing the Extra Holiday Notification Form.

To take holidays outside of the Term dates (as specified in the Student Handbook) the signed form must be given to the International Coordinator and Dean of Studies for acknowledgement by signature.

PLEASE THINK VERY CAREFULLY BEFORE YOU MAKE THE DECISION TO RISK YOUR EDUCATION IN AUSTRALIA. MUELLER COLLEGE AS A CRICOS REGISTERED INSTITUTION MUST COMPLY WITH ALL LEGAL AND REGULATORY REQUIREMENTS UNDER THE STATE AND FEDERAL LEGISLATION
EXTRA HOLIDAY NOTIFICATION

Date: ___________________________

Student Name: ___________________________________________ DOB: __________________

Class / Year: ___________________________

Contact phone number/s: ___________________________________________

Student’s Mobile number: ___________________________ Student’s email: __________________

Last Day at College: ___________________________

Date Returning to College: ___________________________

Homestay Name & Address: ___________________________________________

_________________________________________

Date you will leave homestay accommodation: ___________________________

Date you will return to homestay accommodation: ___________________________

Contact address of destination: ___________________________________________

_________________________________________

Homestay’s signature: ___________________________ Date: ___________________________

Parents’ signature: ___________________________ Date: ___________________________

Parent’s approval letter faxed – date received: ___________________________________________

(Or signed letter from parent/guardian acknowledging holiday notification if under 18 years old. Fax 00617 3204 0404)

I have read and understood the Extra Holiday Application Policy and accept the conditions.

Student Signature: ___________________________ Date: ___________________________

Office Use

☐ Holiday Notification Form
☐ Parent signature/letter if student 18 years or under
☐ Copy of Itinerary/Ticket

International Student Coordinator: ___________________________ Date: ___________________________

Dean of Students: ___________________________ Date: ___________________________

NUDGEE INTERNATIONAL COLLEGE – HOMESTAY INFORMATION

STUDENTS MUST PUT IN A HOLIDAY LEAVE FORM TO HOMESTAY DEPARTMENT TO BE ELIGIBLE TO CLAIM A HOMESTAY HOLIDAY CREDIT.

HOMESTAY HOLIDAY CREDITS WILL ONLY BE ISSUED FOR LEAVES OVER 2 WEEKS (14 DAYS)

NO EXTRA HOLIDAYS OTHER THAN SPECIFIED HOLIDAYS DATES WILL BE APPROVED EXCEPT UNDER EXCEPTIONAL CIRCUMSTANCE.