

STUDY BREAK

REQUEST FORM

Student details

First Name			Last Name		
Student ID					
Current General English class level	<input type="checkbox"/> Beginner	Class Timetable		<input type="checkbox"/> Weekday Morning	
	<input type="checkbox"/> Elementary			<input type="checkbox"/> Weekday Evening	
	<input type="checkbox"/> Pre Intermediate			<input type="checkbox"/> Weekend	
	<input type="checkbox"/> Intermediate				
	<input type="checkbox"/> Upper Intermediate				
<input type="checkbox"/> Advanced					
Teacher/s					
Study Break start date	/	/	Study Break end date	/	/
Student contact details during the study break	Phone				
	Email				

For office use only

Eligibility (Please tick)				
<input type="checkbox"/>	The student is entitled to have study breaks (They are included in the COE).			
<input type="checkbox"/>	Study breaks requested to date checked, and student is eligible for the nominated duration of the weeks.			
<input type="checkbox"/>	The requested study break starts on a Monday and ends on a Friday.			
<input type="checkbox"/>	All the course fees are paid up to date.			
<input type="checkbox"/>	Student meets the minimum attendance requirement (80%).			
Study break approved?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If "no" please outline the reason				
Student informed?		Teacher informed?		
Study break recorded in RTOM?		Form archived in student file?		
Name of the approving officer		Date	/	/