

Student details

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First Name				Last Name					
Student ID									
Current General English class level		Beginner							
		Elementary			Class Timetable		Weekda	y Morning	
		Pre Intermediate					Weekday Afternoon		
		Intermediate				Weekday Evening			
		Upper Intermediate					Weeker	nd	
		Advanced							
Teacher/s									
Study Break start date		7	7		Study Break end da	ate		/	/
Student contact details during the study break	Phone								
	Email								

For office use only

Eligibility (Please tick)							
	The student is entitled to have study breaks (They are included in the COE).						
	Study breaks requested to date checked, and student is eligible for the nominated duration of the weeks.						
	The requested study break starts on a Monday and ends on a Friday.						
	All the course fees are paid up to date.						
	Student meets the minimum attendance requirement (80%).						
Stuc	Study break approved?						
	o" please outline reason						
Student informed?			Teacher informed?				
Study break recorded in RTOM?			Form archived in student file?				
Name of the approving officer			Date	/	/		

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