

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 Afternoon	
	<input type="checkbox"/> Pre Intermediate			<input type="checkbox"/> Weekday Evening	
	<input type="checkbox"/> Intermediate			<input type="checkbox"/> Weekend	
	<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				

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<b>Eligibility (Please tick)</b>			
<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	/ /

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