

STUDENT APPLICATION FOR OVERSEAS TRAVEL

Your Details		
Student Number:		
Course Enrolled In:	Intake:	
Given/First name:	Family name:	
Address (Where notification of outcome will be sent)		
	State:	Post Code:
Email:		
Contact Phone:	Mobile:	
Leave:		
Start Date:	_____	_____
No. of days:	_____	
Reason:	_____	

- Evidence
- Copy of air ticket
 - Other supporting documents

Specify _____

- Please note the following
- Letter cannot be issued in the same day. (Minimum 4 working days required).
 - Your payments must be up-to-date in order for your request to be processed.
 - Student can only be granted 3 week of leave during their course time, if more deferment form should be filled.

Student Signature: _____ Date: _____

OFFICE USE ONLY- Please ensure this form is signed by all listed departments

1. Finance Dept.	:No – Outstanding fees
	: Yes – Outstanding fess of \$ _____ must be cleared
	: \$50 Express Issuing fess (for same-day issuing) <input type="checkbox"/> Paid <input type="checkbox"/> N/A
2. Teacher	: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Outstanding assessment
	No of Assessment _____
3. Admin Dept	: <input type="checkbox"/> Issued and recorded on RTO