



STUDENT TEMPORARY LEAVE FORM

Darul Ulum College of Victoria
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PLEASE READ THE CONDITIONS BELOW BEFORE COMPLETING THIS FORM

- Temporary leave should be approved of before making any travel arrangements.
- This form must be completed and submitted to the school office 2 weeks prior to the beginning date of leave request.
- School fees should be paid in advance for the period of the leave.
- If student(s) return(s) after the leave period has expired, his/her enrolment at the school may be terminated.
- Discretionary leave is not allowed for more than 2 months during the school's teaching periods.
- Discretionary leave period must not include the first Friday of August and the last school day in February for census reasons.
- Student work plan must be completed during student's absence. If it is not completed, the school will provide tutoring at parent's cost to ensure student(s) cover(s) material missed during leave.

STUDENT DETAILS

STUDENT 1

Student's name		Year/Grade	
Reason(s) for absence			
Length of absence	Beginning of leave request: ___/___/20__	Return to school: ___/___/20__	

STUDENT 2

Student's name		Year/Grade	
Reason(s) for absence			
Length of absence	Beginning of leave request: ___/___/20__	Return to school: ___/___/20__	

PARENT/GUARDIAN DETAILS

First name		Surname	
Relationship to child			
Daytime phone number		Email address	
_____ Parent's/guardian's signature		_____ Date	

FOR OFFICE USE ONLY

Family code			
Has leave been approved of	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Fee amount due in advance	\$		
Have fees been paid in advance	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

WORK PLAN

STUDENT 1 WORK PLAN

Mathematics		Teacher's name	
		Signature	
		Date	
English		Teacher's name	
		Signature	
		Date	
Science		Teacher's name	
		Signature	
		Date	
Humanities		Teacher's name	
		Signature	
		Date	

STUDENT 2 WORK PLAN

Mathematics		Teacher's name	
		Signature	
		Date	
English		Teacher's name	
		Signature	
		Date	
Science		Teacher's name	
		Signature	
		Date	
Humanities		Teacher's name	
		Signature	
		Date	

VCE COORDINATOR (if student is a VCE student)

VCE Coordinator's signature

Date

SUB-SCHOOL HEAD

Sub-school Head's signature

Date

PRINCIPAL

Principal's signature

Date