



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.
- It is the parent(s) / guardian(s) responsibility to ensure the work is completed by following the instructions on Schoolbox – Weekly Work Schedule. The school takes no responsibility should the student fall behind with their work.

STUDENT DETAILS

STUDENT 1

Student's name		Year/Grade	
Length of absence	Beginning of leave request: ____/____/20____	Return to school: ____/____/20____	
Reason(s) for absence			
Will this student travel overseas during the requested Temporary leave? <input type="checkbox"/> Yes <input type="checkbox"/> No			

STUDENT 2

Student's name		Year/Grade	
Length of absence	Beginning of leave request: ____/____/20____	Return to school: ____/____/20____	
Reason(s) for absence			
Will this student travel overseas during the requested Temporary leave? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PARENT/GUARDIAN DETAILS

First Name		Surname	
Relationship to child			
Daytime Phone Number		Email address	
_____ Parent's / Guardian's signature		_____ Date	

_____ Principal's signature		_____ Date	
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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	