

STUDENT APPLICATION FOR OVERSEAS TRAVEL

Your Details	
Student Number: _____	
Course Enrolled In: _____	Intake: _____
Given/First name: _____	Family name: _____
Address: _____	
State: _____ Post Code: _____	
Email: _____	
Contact Phone: _____	Mobile: _____
Start Date: _____ End Date: _____ End Date: _____ No. of days: _____ Reason: _____	

- Evidence Copy of air ticket
 Other supporting documents.

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 needed more, deferment form should be filled.

Specify _____

Student Signature: _____ Date: _____

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

Finance Department	<input type="checkbox"/> No – Outstanding fees <input type="checkbox"/> Yes – Outstanding fess of \$ _____ must be cleared. : \$50 For Issuing same day Paid :- Yes <input type="checkbox"/> No <input type="checkbox"/>
Trainer/Assessor	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved-Outstanding assessment No of Assessment _____
Admin Department	<input type="checkbox"/> Issued and recorded on the Student Management System