



THE FUTURE BEGINS HERE

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GENERAL ENGLISH STUDY BREAK REQUEST

CHOOSE YOUR	Melbourne Metro			opolitan College 🛛 🗌 La		angford English College				
Student details										
First Name:					Last Name:					
Student ID:										
Current General English class level:	 Beginner Elementary Pre-Intermediate Intermediate Upper Intermediate Advanced 		Class Timetable		 Weekday Morning Weekday Afternoon Weekday Evening Weekend 					
Teacher(s):										
Study break start date:		/	/		Study break end da	ite:	/ /			
Student contact details during the study break:	Phone:									
	Email:									

For office use only

Eligibility (Please tick)									
Study breaks requested to date checked, and student is eligible for the nominated duration of the weeks.									
The student is entitled to have study breaks (they are included in the COE).									
All the course fees are paid up to date.									
The requested study break starts on a Monday and ends on a Friday.									
Student meets the minimum attendance requirement (80%).									
Study break approved?	Yes No								
If 'No', please outline the reason:									
Teacher informed?		Student informed?							
Study break recorded in RTOM?		Form archived in student file?							
Name of the approving officer:	I	Date:	/	/					

General English Study Break Request Melbourne Metropolitan College | RTO Code 40860 CRICOS Provider No 03783F | www.mmc.edu.au | enquiries@mmc.edu | Campuses: Melbourne, Adelaide, Alice Springs, Gold Coast Langford English College | RTO Code 40860 CRICOS Provider No 03783F | www.langford.edu.au | enquiries@langford.edu | Campuses: Melbourne, Gold Coast