

## GENERAL ENGLISH STUDY BREAK REQUEST

CHOOSE YOUR COLLEGE:

Melbourne Metropolitan College

Langford English College

### Student details

First Name:		Last Name:	
Student ID:			
Current General English class level:	<input type="checkbox"/> Beginner	Class Timetable	<input type="checkbox"/> Weekday Morning
	<input type="checkbox"/> Elementary		<input type="checkbox"/> Weekday Afternoon
	<input type="checkbox"/> Pre-Intermediate		<input type="checkbox"/> Weekday Evening
	<input type="checkbox"/> Intermediate		<input type="checkbox"/> Weekend
	<input type="checkbox"/> Upper Intermediate		
	<input type="checkbox"/> Advanced		
Teacher(s):			
Study break start date:	/ /	Study break end date:	/ /
Student contact details during the study break:	Phone:		
	Email:		

### For office use only

Eligibility (Please tick)			
<input type="checkbox"/>	Study breaks requested to date checked, and student is eligible for the nominated duration of the weeks.		
<input type="checkbox"/>	The student is entitled to have study breaks (they are included in the COE).		
<input type="checkbox"/>	All the course fees are paid up to date.		
<input type="checkbox"/>	The requested study break starts on a Monday and ends on a Friday.		
<input type="checkbox"/>	Student meets the minimum attendance requirement (80%).		
Study break approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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:		Date:	/ /