

**LEAVE REQUEST**

Student visa conditions require that you must attend school every day during the school term. All **unapproved** short or extended leave is recorded as non-attendance and **may affect your visa**.

Please read and follow the instructions below carefully:

- Submit this leave form at least 4 weeks before the planned departure date to your school before you book any flight tickets.
- Travel during school holidays (other than returning to your home country) is only permitted if you are accompanied by a parent, guardian, homestay carer, close relative or on an approved school excursion.
- Leave during the school term can only be approved under compassionate/compelling reasons, and you must provide supporting documents as evidence.
- If your leave includes school days, you must submit a copy of your flight tickets after your leave is approved.

School: \_\_\_\_\_

Student no: \_\_\_\_\_ Date of application: / /

Student full name: \_\_\_\_\_

Student mobile number: \_\_\_\_\_

Student email: \_\_\_\_\_

**Departure date:** / / **Expected return date:** / /

Total number of schools days that you would be missing: \_\_\_\_\_

Reason for leave request: \_\_\_\_\_

**Parent's declaration (The student's parent must complete this section)**

- I confirm that the above travel details are true and correct.
- I take full responsibility for my child's safety during the above leave. If the leave is taken during the school term, I am aware that this may affect my child's attendance and his/her ability to meet the attendance requirement as set by the student visa condition.
- It is my responsibility to inform the school or DE International of any change to my child's itinerary or travel details.

Parent signature: \_\_\_\_\_

Parent printed name: \_\_\_\_\_

Parent mobile number: \_\_\_\_\_

Parent email: \_\_\_\_\_

**Please return this form to your school**