



LEAVE FORM

PART A: To be completed by the Boarder

STUDENT:

Student's Name: \_\_\_\_\_

Leave Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_
Not before 3.15 pm Friday Not after 5.30 pm Sunday

Type Of Leave: (Please tick) [ ] Weekend [ ] Day [ ] Special

Is a Bus Ticket required? Yes No From: \_\_\_\_\_ To: \_\_\_\_\_

HOST: The person taking legal responsibility for the student during their leave.

Name of Host: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Contact: Business: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

PART B: (To be signed by Dormitory Staff if agreeable to leave being granted) \_\_\_\_\_

PART C: To be completed by Parent/Guardian/Carer

I have confirmed these arrangements with the host and agree to these arrangements:

Name of Parent/Guardian/Carer: \_\_\_\_\_

Signature of Parent/Guardian/Carer: \_\_\_\_\_
Has the Host contacted you? Yes: [ ] No: [ ]

Or
Have you contacted the Host? Yes: [ ] No: [ ]

This Form must be received from Parents/Guardian/Carers by Thursday 10.00am prior to the leave period being applied for.

By Facsimile: Main Administration Office 07 4787 3049