

English Students- Holiday Procedure



English students are eligible for up to 4 weeks of holidays. The number of weeks allowed depends on the length of your enrolment:

Length of Holiday permitted

12 week enrolment = 1 week

24 week enrolment = 2 weeks

36 week enrolment = 3 weeks

48+ week enrolment = 4 weeks

To be **eligible** for a holiday you must:

- Have at least **80% attendance**
- Apply for your holiday by **2pm Wednesday** of the week before you want your holiday

- Go to the **Student Portal**
- Select **Online Forms**
- Complete a **Holiday Request Form**



- **Wait** for a reply in your Russo Outlook inbox
- **DEEP** students will meet with **Naomi** to discuss
- If your holiday is **approved**, your **course end date** will also be extended

- If your holiday is **NOT approved** you can make an appointment to see the **Academic Counsellor** (Rebekah) if you have special circumstances
- Remember if you don't come to school your **attendance** and **certificate eligibility** will be affected
- If you are on a **student visa** your visa may also be at risk