



# STUDENT TEMPORARY LEAVE FORM

Darul Ulum College of Victoria  
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## PLEASE READ THE CONDITIONS BELOW BEFORE COMPLETING THIS FORM

- Temporary leave should be approved of before making any travel arrangements.
- This form must be completed and submitted to the school office 2 weeks prior to the beginning date of leave request.
- School fees should be paid in advance for the period of the leave.
- If student(s) return(s) after the leave period has expired, his/her enrolment at the school may be terminated.
- Discretionary leave is not allowed for more than 2 months during the school's teaching periods.
- Discretionary leave period must not include the first Friday of August and the last school day in February for census reasons.
- When leave is approved for non-VCE students, parents or guardians are responsible for ensuring that the student completes and submits all assigned work. This can be accomplished through Schoolbox or any other platform specified by the teacher. Students are generally required to consult the Weekly Work Schedule on Schoolbox for guidance.
- In exceptional cases where a student enrolled in one or more VCE units is granted approved leave, the onus falls entirely on the student and their parents/guardians to:
  - Obtain all assigned work
  - Ensure its completion
  - Submit it by the specified deadline

It is crucial to note that failure to meet these obligations may result in the student not fulfilling the minimum requirements for the unit. Consequently, this could lead to the student not receiving a Satisfactory (S) result for the unit. In such circumstances, neither the subject teacher(s) nor the school will bear any responsibility for the outcome. It is imperative that students and parents understand and accept this condition when requesting leave during VCE studies.

## STUDENT DETAILS

### STUDENT 1

Student's name		Year/Grade	
Student ID number			
Length of absence	Beginning of leave request: ___/___/20___	Return to school: ___/___/20___	
Reason(s) for absence			

### STUDENT 2

Student's name		Year/Grade	
Student ID number			
Length of absence	Beginning of leave request: ___/___/20___	Return to school: ___/___/20___	
Reason(s) for absence			

## PARENT/GUARDIAN DETAILS

First Name		Surname	
Relationship to child			
Daytime Phone Number		Email address	
_____ Parent's/guardian's signature		_____ Date	

## APPROVAL

_____ Principal's signature		_____ Date	
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**FOR OFFICE USE ONLY**

Family code		
Has leave been approved of	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fee amount due in advance	\$	
Have fees been paid in advance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
For VCE students, has the VCE Coordinator confirmed notifying teachers of the student's absence and ensuring they provide the required work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO