

ATTENTION: NAME _____ FAX NUMBER _____



ABERGOWRIE COLLEGE

LEAVE APPLICATION

RESIDENTIAL OFFICE: (A) 3819 ABERGOWRIE ROAD, ABERGOWRIE 4850 QLD (P) 07 47808 335 or 07 4777 4689 (F) 07 4777 4689

STUDENT'S NAME: _____ DATE: _____
LEAVE REQUESTED BY: _____

	DATE:	TIME:	TRAVEL MODE: <i>Greyhound/ Private/ABStudy</i>
DEPARTURE:			
ARRIVAL:			

REASON FOR LEAVE:

- WEEKEND LEAVE
 EXTENDED LEAVE
 COMPASSIONATE LEAVE
 REP SPORT LEAVE
 FAMILY LEAVE
 OTHER _____

WHERE WILL STUDENT BE ON LEAVE:

- PARENT/GUARDIAN
 FAMILY/FRIEND
 HOST FAMILY

NAME: _____ PHONE: _____
ADDRESS: _____

I, _____ PARENT/GUARDIAN HAVE CONTACTED THE HOST FAMILY AND THEY HAVE AGREED TO HOST MY SON ON THE ABOVE DATE(S) AND UNDERSTAND THAT STUDENTS ON LEAVE ARE OUTSIDE THE DUTY OF CARE OF THE COLLEGE.

SIGNED: _____ (PARENT/GUARDIAN) NAME: _____

LEAVE AUTHORISED BY HEAD OF BOARDING: _____

SIGN OUT: _____ SIGN IN: _____

THIS FORM MUST BE RETURNED IN FULL BY THE WEDNESDAY PRIOR TO WEEKEND OF LEAVE. PLEASE NOTE THIS IS AN APPLICATION ONLY AND DOES NOT GUARANTEE APPROVAL. The College will travel students to the Ingham Bus Stop on Friday afternoon at approximately 4:30pm and will collect students from Ingham Bus Stop on Sundays at 5:30pm. Please arrange travel for this time. If travel cannot be arranged for these times, students must arrange their own transport to the College. Contact Harvey World Travel, Ingham on 07 4776 5677 or Ingham Travel on 07 4776 5666 to also arrange travel between Ingham and the College. Students on weekend leave must return by Sunday at 6:00pm. **ALL DESTINATIONS FOR LEAVE MUST BE ORGANISED BY FAMILIES AT A COST TO THEM - NO CHARGES TO THE COLLEGE.**

TO ARRANGE TRAVEL BETWEEN
INGHAM AND THE COLLEGE -
PLEASE CONTACT:



HARVEY WORLD TRAVEL
(P) 07 4776 5677



INGHAM TRAVEL
(P) 07 4776 5666

LEAVE FORM COMPLETED AUTHORISATION CHECKED HOST FAMILY CONTACTED TRAVEL CONFIRMED UPDATED IN LEAVE FOLDER FILED