

**PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS**

### International Students under the age of 18 years

- The Department of Immigration and Border Protection (DIBP) requires TAFE Queensland to monitor the welfare arrangements of Under 18 international students at all times.
- If an Under 18 International Student wishes to travel or be absent from approved care arrangements (i.e approved relative or homestay arrangement) the student must make an appointment with the TAFE Queensland International Student Support Advisor (ISSA) or delegated person.
- The ISSA will explain exactly what the student must provide to TAFE Queensland to obtain permission for absence/travel.
- Application for absence from approved care/travel must be submitted no later than 2 weeks prior to the planned absence/travel date

### How do I obtain written approval from TAFE Queensland?

1. Complete your application to travel/absence from approved care form FM115A (this form).
2. Obtain a letter from your parent/s approving the absence/travel plan.
3. A signed parental approval letter must be provided with your application form.
4. Bring your completed application form, your parent/s letter and a copy of air tickets (if applicable), to the ISSA.
5. You and your Homestay Provider (if applicable) will be advised of TAFE Queensland decision and a copy will be sent to your Homestay Provider.

### Situations where you require written approval from both TAFE Queensland and your parents may include, but are not limited to

**Student:** It is semester break and my host family want to take me on holiday with them, do I need approval?

**TAFE Queensland:** Yes, you need written approval from your parent/s and TAFE Queensland.

**Student:** My friends and I are going to the beach this weekend and we want to stay away overnight, do I need approval?

**TAFE Queensland:** Yes, you need written approval from your parent/s and TAFE Queensland.

**Student:** It is semester break and I'm going back home to see my parents, do I need approval?

**TAFE Queensland:** Yes, you need written approval from your parent/s and TAFE Queensland.

**Student:** My homestay mum said it's ok for me to stay overnight with one of my friends, do I need approval?

**TAFE Queensland:** Yes, you need written approval from your parent/s and TAFE Queensland

## STUDENT TO COMPLETE

### Student Number

### Date of birth

### Family name

### Given names

### Phone Number

### Mobile

### Email address

### 1. Dates of Travel

#### Depart Date

#### Return Date

### 2. Last Date of class

### Date returning to class

### 3. Reason for travel


**4. Travel arrangements** (How will you travel to and from destination e.g. air travel, car, train)


**5. Accommodation Details** Name and contact details (address, telephone and/or email) of where you plan to stay


6. Will you miss any class/assessment tasks while you are away?  Yes, go to No.7  No, go to No.8

7. Have you discusses this absence from classes with your teacher?  Yes  No  N/A

8. Have you attached a copy of air tickets (if applicable)?  Yes  No  N/A

9. Have you attached a letter of approval from your parent/s?  Yes  No

10. Student Signature  Date 

D	D	M	M	Y	Y	Y	Y
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**International Student Support Advisor to Complete**

Travel Plan complete  Yes  No

Parental approval letter attached  Yes  No

Faculty approval for absence received /ELICOS Holiday form  Yes  No  N/A

Copy of air tickets attached (if applicable)  Yes  No

Application to travel/absence from approved care assessed by ISSA [Approved/Not approved by ISSA]  Yes  No

ISSA provided copy to student and saved in student file  Yes  No

ISSA provided copy to appropriate Homestay Provider/Date  Yes  No

Signature (ISSA)  Date 

D	D	M	M	Y	Y	Y	Y
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**Privacy Statement**

TAFE Queensland is collecting the information on this form in accordance with Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 (ESOS Act) to assist you in your application for a holiday. Only TAFE Queensland and TAFE Queensland homestay provider/s will have access to this information. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law.

