

For Office Use Only			
Eligibility (Please tick)			
<input type="checkbox"/> The student is entitled to have study breaks (They are included in the COE)			
<input type="checkbox"/> Study breaks requested to date checked, and student is eligible for the nominated duration of the weeks			
<input type="checkbox"/> The requested study break starts on a Monday and ends on a Friday			
<input type="checkbox"/> All the course fees are paid up to date			
<input type="checkbox"/> Student meets the minimum attendance requirement (80%)			
Study break approved?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
If "no" please outline the reason:			
Student informed?		Teacher informed?	
Study break recorded in RTOM?		Form archived in student file?	
Name of the approving officer		Date	