



ST EDWARD'S
COLLEGE
WHERE YOUNG MEN ACHIEVE



13 Frederick St, East Gosford, NSW 2250



(02) 4321 6400



info@stedwards.nsw.edu.au



www.stedwards.nsw.edu.au

Student Contract for Extended Leave

Student Name: _____ Year: _____ Homeroom: _____

Dates of exemption from _____ to _____ Total number of days: _____

Reason for leave: _____

To explain any extended leave taken during the school year, a note must accompany this document. Alternatively, an email can be sent directly to the College (info@stedwards.nsw.edu.au)

Please be aware that:

- Students are expected to liaise with their teachers for advice on any work missed during the absence
- This form must be completed and signed by all teachers and/or Leaders of Learning at least five school days prior to going on leave
- All information regarding the College's Assessment Policies can be found at: [Assessment Handbooks Years 7 to 12 - St Edward's College \(stedwards.nsw.edu.au\)](https://www.stedwards.nsw.edu.au/assessment-handbooks-years-7-to-12).

Subject	Teacher	Is there any assessment due during this time? Y/N	STUDENT MUST SEE THE LEADER OF LEARNING IF THEY HAVE AN ASSESSMENT TASK DURING THIS TIME Action to be taken to ensure the assessment is completed:	Arrangements/ Date the task will be rescheduled to



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**Signed by Student &
Parent/Caregiver:**

**Signed by Director of
Curriculum:**

Signed by Pastoral Leader:

The completed form is to be handed to the Director of Administration & Human Resources prior to the student going on extended leave.