



Important Notification

Dear ECA Professional Year Student,

No holidays allowed during Professional Year

This is to kindly remind you that the only holidays you are permitted during the Professional Year program (including your Internship component*) are public holidays and the Christmas break from **Wednesday 19 December 2018 to Tuesday 1 January 2019**.

In cases of compassionate and compelling circumstances (severe accident or illness, death in the family) you may be granted compassionate leave. **For this to be granted, you will need to submit a student Leave of Absence Application Form which is available on our ECA PY Website <https://www.professionalyear.info/student-documents/> stating your reasons and providing the necessary documentary evidence.**

Change in contact details

Please inform the ECA Professional Year Team, via email: py@eca.edu.au when you change contact details (including mobile number and e-mail address).

It is important that the ECA PY and Internships Team are able to contact you at all times during your Professional Year program, including the Internship component.

Alternatively, you can update your contact details by logging into RTO Manager.

Warm regards,

The ECA Professional Year