



## 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 **Thursday 19 December 2019 to Wednesday 1 January 2020**.

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.**

\*PYPIT students are strictly advised to apply leave prior to taking leave, because final decision is made by ACS.

### **Change in contact details**

Please inform the ECA Professional Year Team, via email: [py@eca.edu.au](mailto: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 Team