

*Purpose: To apply for leave from the House for a boarder who will pass into the care of another adult apart from the school. This will include travel and off-campus events that are not a school trip, or trips home.*

- This paper form should only be used if the electronic means of application on the website is not possible.
- Forty-eight hours is needed from the time the Housemaster receives the form to the time of departure.
- If it is faxed (015 296 0912) to the school, also inform the Housemaster that this has been done.
- Only the pre-authorized guardians may apply for leave.
- An exeat form must be in the possession of the boarder before departure.
- Please write in a dark ink pen.

**Student Name** \_\_\_\_\_

### Leave period

Depart date *dd/mm/yyyy* \_\_\_\_\_ Time \_\_\_\_\_

A meal will not be booked if the departure time is at or before the next meal time.

Return date *dd/mm/yyyy* \_\_\_\_\_ Time \_\_\_\_\_

Meals will not be prepared if the return time is after the meal time, unless special arrangements are made.

### Contact information whilst away.

Where will the student be staying? \_\_\_\_\_

Phone number of responsible adult: \_\_\_\_\_

### Parent / Guardian's Consent:

Guardian authorising the Leave \_\_\_\_\_ Cell number: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Housemaster Contact:

[d.friedemann@mitchellhouse.co.za](mailto:d.friedemann@mitchellhouse.co.za) SMS to 082 562 3597