

Please note:

- Requests for absenteeism must be lodged 4 weeks prior to the request leave period unless exceptional circumstances apply
- Overseas students are not eligible for absenteeism
- Applications may not be approved unless supporting documentation is submitted with the application
- Absenteeism cannot be sought or be approved during the first semester of study

Student Details

Family Name:	Given Name(s):		
Student Number:	Session Group:		
Course Specialisation:	<input type="checkbox"/> Fashion	<input type="checkbox"/> Interiors	<input type="checkbox"/> Styling

Details of Request

- Medical Compassionate Reasons Family Commitment Other

Details of request:

Ensure you attach details/proof of request before submission

Teacher/Program Coordinator approvals

In the event of leave during assessment periods, students are required to meet and negotiate with teachers or program coordinator revised submission dates for individual units prior to lodging form.

Unit:	Teacher signature:	Submission date:
Unit:	Teacher signature:	Submission date:
Unit:	Teacher signature:	Submission date:
Unit:	Teacher signature:	Submission date:

Notes:

Student Authorisation

In signing I acknowledge that:

- I have read the 2012 Student Handbook and understand the policies and procedures involved with a request for absenteeism
- Relevant documentation has been attached to support my request
- I am aware students are required to maintain a minimum of 80% attendance and that all absences approved or otherwise contribute to my overall absenteeism
- I have discussed the absenteeism with the Program Coordinator and negotiated assessments before application for absenteeism is lodged
- If absenteeism is not approved and I do not attend class, I am aware that this will be marked as 'Away without Leave'

Student Signature: _____ Date: _____

Office Use Only

Received by:	Date:
Current Attendance:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by:	Copy to student: <input type="checkbox"/> Yes <input type="checkbox"/> No