

## Application for Student Absenteeism

**Please note:**

- This form is to be used when planned absenteeism will occur during studies
- Approval is to be sought BEFORE planned event - where possible 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 should not be sought during the first study period
- Planned absenteeism cannot be used to extend assessment due dates

## Student Details

Given Name(s) \_\_\_\_\_ Family Name: \_\_\_\_\_

Student No: \_\_\_\_\_ Session Group: \_\_\_\_\_

Bachelor of Design       Master of Design      Specialisation       Fashion       Interiors       CD&S

**Details of Request:**

Medical Procedure       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 occurring during assessment periods, students are required to meet and negotiate with teachers or program coordinator revised submission dates for individual Subjects prior to lodging form.

Subject: \_\_\_\_\_ Teacher signature: \_\_\_\_\_ Submission date: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher signature: \_\_\_\_\_ Submission date: \_\_\_\_\_

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Subject: \_\_\_\_\_ Teacher signature: \_\_\_\_\_ Submission date: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher signature: \_\_\_\_\_ Submission date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Student Authorisation:**

In signing I acknowledge that:

- Relevant documentation has been attached to support my request
- I am aware that all absences approved or otherwise contribute to my overall absenteeism
- I have discussed the absenteeism with the Program Coordinator and negotiated assessment submission due dates 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 'Absent without Leave' and will not qualify for extension or special consideration

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Current Attendance : \_\_\_\_\_ Approved:  Yes  No

Approved by: \_\_\_\_\_ Copy to student:  Yes  No