Reason for Absence Form

CONFIDENTIAL

Student Name ____________________________ Student Number ____________________________ Current Date ____________________________

Course ____________________________ Class ____________________________ Date/s of Absence ____________________________

Reason for Absence:

Tick the reason for why you were absent.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Evidence Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>“I was too sick to come to class.”</td>
<td>Medical certificate covering the absence.</td>
</tr>
<tr>
<td>“A relative or friend of mine was very sick, and I had to take care of them.”</td>
<td>Medical certificate of the relative or friend, plus any supporting evidence requested by Student Administration, i.e.: proof of your relationship with the person, etc.</td>
</tr>
<tr>
<td>“A friend or relative of mine died recently, and this has stopped me from coming to class.”</td>
<td>Death certificate of the relative or friend, plus any supporting evidence requested by Student Administration, i.e.: proof of your relationship with the person, etc.</td>
</tr>
<tr>
<td>“I’ve had personal problems stopping me coming to class.”</td>
<td>Written proof of this problem(^1), either from the Student Counsellor or an equivalent professional.</td>
</tr>
<tr>
<td>“I have a reason for why I didn’t or won’t come to class that is not covered on this form.”</td>
<td>Any and all supporting documents requested by Student Administration</td>
</tr>
</tbody>
</table>

Written Explanation for Absence:

If necessary, write below more information about why you were absent.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

All reasons given for my absence from class are accurate and true. I also recognise my attendance obligations according to the Department of Immigration and Citizenship (DIAC).\(^2\)

________________________________________________________________________

Student Signature ____________________________

Student Administration Use Only

I have received the Reason for Absence Form. I have photocopied the Form and evidence, and given the copy to the student. I have placed the original in the student’s File.

Student Administration Officer ____________________________ Signature ____________________________ Date ____________________________

\(^1\) The specific reasons for the emotional distress do not necessarily have to be on this written documentation, given privacy issues. If they are, however, Student Administration shall make all steps to provide confidentiality for the student’s situation.

\(^2\) According to the Department of Immigration and Citizenship (DIAC), “In the case of a student visa holder whose education provider keeps attendance records - … (the Government)... needs to be satisfied that the holder attends at least 80% of the contact hours scheduled.”

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CRICOS: 03009M
TOID: 22134

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