

ABSENCES Special Consideration Certification Form - PURPLE

OFFICE USE: Received by: _____ Date of receipt: _____

The Student Progress Committee (SPC) requires information as laid out below AND official certification from you in order to process your application in a timely manner. Please ensure that you complete all sections as required and staple certificates facing upwards, **to the BACK of the form.**

1. Your name	Your Student Number
.....

2. Why are you applying for ABSENCES Special Consideration? Tick any relevant boxes below.			
Carer duties impeding attendance		The passing of someone close to you	
Extra activities that impose on your attendance		Work placement commitments	
Personal physical issue(s) affecting your attendance		Accommodation issue(s)	
Medical issue(s)		Technological or equipment failure	
Public transport issue(s)		Mental health issue(s)	
Personal transport issue(s)		Employment related commitment(s)	
		Other: Please state below	

3. Tutor's name:	Unit Code and Title:	Date(s) and time(s) of class absence(s)	State if partly attended

4 In the space below, or on A4 attached paper, please explain briefly the issue(s) you ticked in Section 2 so that the SPC may fairly assess your application. If you have met with the Student Support Manager, please state this also.

5. The SPC requires that you provide evidence (official certification) to support your application Please state all forms of supporting evidence that you are supplying for this application. Staple ALL supporting evidence TO THE BACK, at the top left corner of this application, facing upwards.

6. DECLARATION I declare that all of the information on this application form is true and in accordance with the Student Code of Conduct. I accept that a false statement will have serious consequences and may affect my enrolment. I also accept that non-compliance to any part of this application as laid out, will result in an immediate 'Not Approved' outcome. SIGNATURE: DATE:

OFFICE USE: Outcome of this application: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Not Approved COMMENT: Signed.....Date:.....
