



This form should be used if you are intending to be absent from class for 3 or more consecutive days. Please submit the completed form to Student Services for processing.

If you need to be absent for an extended period and are unable to maintain your program progression, you may need to defer your studies. In this instance please contact the Student Services team so we can guide you through the process.

Instructions:

1. Complete the first section below with your leave details and attach any supporting documentation.
2. Speak with all of your lecturers and College teachers to ensure you are able to maintain your program progression during an approved absence. If you are an international student travelling overseas during scheduled study breaks and you do not plan on missing any classes you do not need to submit this form.

Use BLOCK LETTERS when completing this form and please keep a copy.

STUDENT INFORMATION

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Unspecified
Family name				First name(s)			
Date of birth (d/m/y)				Student ID			
Telephone (home/mobile)				Email			
Full address							
City		State/province			Postcode		
Country							

REASON FOR LEAVE

LEAVE DETAILS

I will be absent from my studies from from date (d/m/y) _____ To _____

Reason for leave of absence (please tick)	I have attached the relevant document(s)
<input type="checkbox"/> Medical	<input type="checkbox"/> Yes
<input type="checkbox"/> Compelling or compassionate circumstances	<input type="checkbox"/> No
<input type="checkbox"/> Other (please state) _____	

I am a sponsored student and have provided written approval from my sponsor

Signature of student _____ Date _____

ENROLMENT DETAILS

Foundation Studies Program Degree Transfer Program English Language Program Pre-Master's Program. PLEASE CHOOSE CAMPUS: Adelaide Campus Melbourne Campus

I understand that:

- I will be marked absent for the time missed from class if leave is not approved
- My lack of attendance may affect my final grade/participation score
- Missing class time may cause me to fall behind in my studies and that missing class is not the best course of action for academic success
- I will not be able to use this time missed as a valid reason in an appeal
- It is my responsibility to inform my teachers of my absence
- My teachers may not be able to adjust assessments to accommodate me
- I will be unable to seek a refund for this time away from school
- It is my responsibility to catch up on work that I have missed
- It is my responsibility to inform the Department of Home Affairs of my intended absence

Privacy: We recommend that you read the College's Privacy Policy published on our website www.college.adelaide.edu.au/legal/

Return this form to the University of Adelaide College, 132 Grenfell Street, Adelaide SA 5000 Australia

PARENTAL APPROVAL

Signature of parent/guardian (required if student is under 18 years old)

Date

Parent's name

OFFICE USE ONLY	
Student advised (d/m/y)	By
<input type="checkbox"/> Data updated in Edupoint	<input type="checkbox"/> Teacher's advised to mark approved leave
TO BE COMPLETED BY STUDENT SERVICES	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Authorised by (please print)
Program note (if any)	
Signature	Date