

Please email this form AND your medical certificate or evidence directly to [enquiries@unswglobal.unsw.edu.au](mailto:enquiries@unswglobal.unsw.edu.au)

## Explanation of Absence

### STUDENT DETAILS: (please use CAPITAL letters)

<input type="text"/>	<input type="text"/>	Are you under 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student ID Number	Date of Birth	Are you a sponsored student? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	
Family Name	Given Name	
<input type="text"/>	<input type="text"/>	
Telephone/Mobile	Email	

### ENROLMENT DETAILS: (tick appropriate box)

UNSW Foundation Studies   
  Academic English Programs   
  UNSW Diploma Programs

<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Enrolled (eg: Standard / Std Plus / PFY / GPE)	Term / Intake / Year (eg: Jan/2018)	Class Group (eg: FEECx1)

### DATE OF ABSENCE:

From  To  Number of days

**REASON FOR ABSENCE:** If you are leaving Australia, please provide a copy of your flight ticket.

### WHAT WAS AFFECTED: (please tick appropriate box)

<input type="checkbox"/> Lecture attendance	<input type="checkbox"/> Lab attendance – you must also complete Illness/Misadventure Affecting Exams form
<input type="checkbox"/> Tutorial attendance	<input type="checkbox"/> Exam or Assessment Tasks – you must also complete Illness/Misadventure Affecting Exams form
Other - Please specify	

### DECLARATION:

I understand that it is a condition of my Student Visa and/or my enrolment in the course that I must maintain an attendance level of at least 80%, whether or not I have doctor's certificates or other explanations for my absence from class.

Student's Signature

Date of Request

OFFICE USE ONLY	
Received by:	Date:
Form signed by student and dated: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, does it have Provider No and Doc's signature? <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, do not accept Form or MC)	
Date form passed to Program Coordinator:	

**UNSW Global Pty Limited Building L5, UNSW Sydney Campus, 223 Anzac Parade, Kensington NSW 2033 Australia**

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