

# Higher Education Student – Mandatory Attendance – Leave Request Form



## Instructions

- Students requesting approval for non-attendance at a mandatory learning session (i.e., Clinic, laboratory, field trip, or similar learning session/s) must complete this form.
- Approval for non-attendance from mandatory learning sessions must be sought prior to the session (where it is practical to do so).
- Non-attendance may be approved on the grounds of medical or compassionate and compelling circumstances and decisions are made on a case-by-case basis.
- Appropriate forms and supporting evidence must be provided with your request.

Note: Unexplained absences from mandatory learning sessions may result in the application of assessment penalties. Refer to the Assessment Task instructions for specific information. In some courses, i.e., Nursing, missed session/s may result in you being unable to commence Professional Experience Placement. *Do not use this form for Professional Placement Absence.*

## Process

Complete this form and provide this original copy to the relevant student administration officer for your course/discipline **no later than 48 hours prior** to the session (where possible). **KEEP A COPY.**

Where it is not practical to lodge this form / provide notice of intended non-attendance at a session, then you must lodge this form and supporting evidence within three (3) working days of the missed session. The following conditions apply:

- emergency circumstances where you will need to provide evidence of the circumstances occurring at or around the time of the session.
- cases of serious illness or injury where you will need to provide a medical certificate.
- compassionate and compelling circumstances and must be supported by appropriate evidence.

In the case where illness is the reason for your request, a medical certificate must be attached to support your application.

- Supporting evidence should be in written English.
- Statutory declarations are permitted when you can't obtain the required supporting evidence (e.g., a police report, road service report etc.)

Keep original copies of your supporting evidence. If you fail to produce the original documents, your application for approval may be refused or overturned. You will be notified of a decision by email. Where an application has not been approved, a penalty may be applied to your marks. You have the right to appeal a decision, please refer to the Student Rules for further information.

## CONTACT AND COURSE DETAILS

Student No.		Student Name	
Course Code		Course Name	
Unit Code		Unit Name	
Campus	<input type="checkbox"/> Southbank <input type="checkbox"/> Southport <input type="checkbox"/> Other - .....		

## CLINIC DETAILS

Provide details of the sessions you have missed, or you propose to miss. Add more lines/dates as required.

Session Date/s:		Session Time:	
Session Date/s:		Session Time:	
Session Date/s:		Session Time:	
Session Date/s:		Session Time:	

## REASON FOR REQUEST

All students are to complete this section. You will be required to provide evidence e.g., if due to illness, attach an original medical certificate (if required).

- |   |  |
|---|--|
| <input type="checkbox"/> Illness, injury, or other health condition<br><input type="checkbox"/> Employment, training, or professional commitments<br><input type="checkbox"/> Academic difficulties | <input type="checkbox"/> Maternity/Parental/Family reasons<br><input type="checkbox"/> Compassionate / Compelling circumstance<br><input type="checkbox"/> Personal reasons<br><input type="checkbox"/> Other (please specify) ..... |
|---|--|

## SUPPORTING EVIDENCE

Please list and attach your supporting evidence and/or reason for the absence from your mandatory learning session.

## Important Information

### Supporting Documentation

Supporting documentation (Letters, Statutory Declarations and Medical Certificates) must:

- be on official letterhead (where applicable), signed and dated.
- indicate whether the situation was unexpected and unavoidable, e.g., out of your control.
- summarise the nature and duration of the condition/circumstances.
- clearly state the severity/impact on your ability to attempt or complete the relevant assessment task (applications may not be approved without this)
- where applicable use an appropriate template, e.g., a Statutory Declaration

### Medical Certificates

You must obtain a medical certificate no later than two (2) business days after the mandatory learning session due date. Refer to the [Medical Certificates Fact Sheet](#) for specific information related to medical certificates.

### Compassionate and Compelling Circumstances:

- must be beyond the control of the student; and
- occur subsequent to the student accepting an offer to study at TAFE Queensland; and
- have an impact on the student's general well-being or their capacity and/or ability to progress through their course.

Compassionate and compelling circumstances may include:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes.
- Bereavement - close family members such as parents, grandparents, and children (where possible a death certificate should be provided).
- Major political upheaval or natural disaster in the students' home country requiring emergency travel, and which has impacted on their studies.
- A traumatic experience which, could include, but is not limited to:
  - involvement in or witnessing of an accident or crime.

- a crime committed against the student.
- event affecting student's family or home country.

and these experiences have impacted on the student (cases should be supported by police, psychologist, or counsellor reports).

- Inability to begin studying on the course commencement date due to delay in receiving a student visa.
- Other clearly compassionate and compelling circumstances at the discretion of the Approver.

Some examples which are generally not considered as compassionate or compelling circumstances:

- Minor illnesses
- Late enrolment in the unit
- Failure to understand or seek clarification of key aspects of the assessment item/clinical requirements
- Work commitments including an increase in hours of duty
- Travel commitments and arrangements
- Other circumstances which are considered to be within the control of the student, or which are expected in the normal course of the student's study, work, family or social life
- Minor ailments including but not limited to colds, minor respiratory infections, minor gastric upsets.

### Unacceptable supporting evidence

- A medical certificate that does not cover the date of the missed session/s or that does not meet the criteria medical certificate requirements as outlined on the fact sheet.
- A medical certificate from non-medical practitioners (e.g., naturopaths, Pharmacists).
- A Student Access Plan (Disability).
- A medical certificate for an elective or non-critical medical appointment (e.g., optical, dental).

### False Information

Any student who is found to have submitted false supporting documentation will be referred for consideration in accordance with the Student Misconduct rules. Making a false statutory declaration is an act of perjury. Perjury is a criminal offence, and the penalties can be severe.

### How to lodge this form

Please sign and return this form, along with supporting documentation as outlined above and submit this to the relevant Unit of Study in Connect or to the administration officer in your faculty/school. For students who are unable to attend campus due to illness or injury, please email your documentation to [HigherEd@tafeqld.edu.au](mailto:HigherEd@tafeqld.edu.au). You will receive an email outlining the action taken and outcome of your application.

## STUDENT DECLARATION (Please read carefully)

I understand that the following may apply in regard to the application:

1. I may be required to provide additional documentation to support my application.
2. Where a medical certificate has been provided, the medical provider may be contacted to verify the certificate details.
3. I must retain a copy of this dated and signed declaration form as evidence of my submission.

If under the age of 18 years, this application must be signed by a parent/guardian. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student Signature		Date	/ /
Parent/Guardian's Signature (If student is under 18 years)		Date	/ /

## APPROVALS

### UNIT CONVENOR APPROVAL

☐ Yes ☐ No

Name:

Signature:

Date approved: / /

Please provide feedback where a request has been declined:

### OFFICE USE

Date application received

/ /

Processed by:

☐ Student sent acknowledgment

Date: / /

Outcome of application:

☐ Approved ☐ Not approved ☐ Not applicable (withdrawn)

Date of decision

/ /

Date student advised:

/ /

Method of notification

Student record in SMS updated

☐ Yes *Note: A copy of this application must be placed on the student file.*

Comments