



PERTH BIBLE COLLEGE

APPLICATION FOR APPROVED ABSENCE

The following circumstances constitute reasonable grounds for an approved absence.

- medical grounds;
- representation in sporting or cultural activities at state, national or international level;
- compassionate grounds (i.e. bereavement); or
- special unforeseen circumstances.

Name: _____

Student Number: _____

Date(s) absent : _____

Class(s) absent from: _____

Nature of and/or reason(s) for absence : _____

_____ (use back of form if required)

I have spoken with my unit lecturer: Yes No

Please attach any relevant supporting documentation.

Student Signature: _____ **Date:** _____

Form is to be submitted to the office reception.

Office Use Only:

Absence Approved: Yes No

Appropriate Documentation Received: Yes No

Sign: _____ Date: _____

Copy of Approval Returned to Student (Sign): _____

Lecturer(s) notified via email (Sign): _____

Place original in student file.