

ATTENDANCE EXEMPTION FORM

Purpose | STUDENTS APPLYING FOR AN EXEMPTION FROM PART OR ALL OF A PRESCRIBED INTENSIVE COMPONENT

Student Name

Course

Date

Course Coordinator

Instructions

- This form should be completed with reference to **POLICY SA-02 Attendance**
- Complete this form
- Print out and sign
- Submit to relevant Course Coordinator

Reasons for request for Exemption

1.

2.

3.

4.

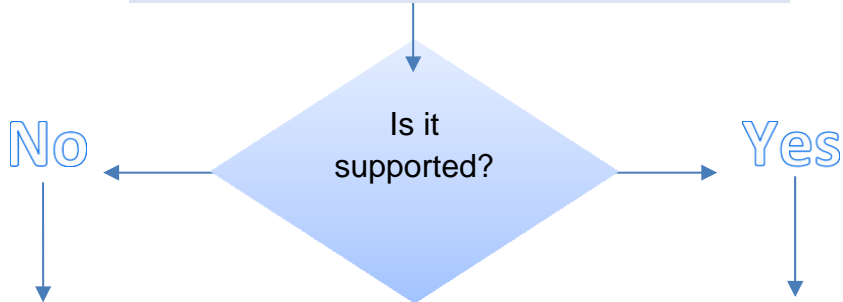
Signature |

Date |

ATTENDANCE EXEMPTION PROCESS

Student sends application form to Relevant Course Coordinator or Programme/Professional Leader

Course Educator / Course Coordinator reviews application form and decides further action



1 Application Declined
Course Educator / Course Coordinator informs student in writing that application is denied

2 Application Proceeds
Course Educator / Course Coordinator forwards form and proposed remedy to Adhoc Attendance Regulation Committee

Adhoc Attendance Regulation Committee evaluate the application and communicate the outcome:

To the Course Educator/Course Coordinator who will inform the student