

Explained Absence Form

Burwood students: please submit completed form to dcoll-studentservices@deakin.edu.au

Geelong students: please submit completed form to dcoll-sasgeelong@deakin.edu.au

- Submit this form from your Deakin College email address within 7 working days of the absence
- Submit this form if you have missed 3 or more consecutive classes
- Do not submit this form if your absence is for more than one week – you are required to make an appointment with a Student Counsellor. This form will not be accepted.
- Attach relevant supporting documentation, referring to the date(s) of your absence

Section 1.5 of the Deakin College *Attendance Policy* permits authorised absence from a class for compassionate or compelling reasons beyond the control of the student, subject to the above conditions.

Family Name: _____ Given Name: _____

Student ID: _____ Course: _____

Please sign declaration on page 2.

CLASSES MISSED:

Unit Code	Unit Name	Date(s)	Lecturer's Name

REASONS FOR ABSENCE(S):

Declaration:

I declare that the information I have provided in this application is true and correct in every detail. I authorise Deakin College to seek verification of the authenticity of my document(s) directly from the originating source. I understand that submitting false or fabricated documents will be held as an academic misconduct for the purpose of obtaining an unfair advantage in my studies.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Supporting documents attached YES NO

Application Approved YES NO

Assessed by: _____ *Date:* _____

Referral to Student Services *Date:* _____

Comments: _____

Approved absences recorded in MAZE [M] [A]

Student Notified

Date: _____ *Initials:* _____