

Application for Leave from Classes

Student's Name Today's Date

Student ID

Dates of Proposed Leave: From to

Outline Reason for Leave

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List in the table below the classes concerned and the names of the lecturers.

Secure the signed approval for each lecturer.

Return the completed form to the general office.

(The result of the application will be placed in the student mailbox)

CLASS	LECTURER	LECTURER'S SIGNED APPROVAL
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Absence from Classes: (Return slip, for office use only)

Name Today's Date

Your request for leave from to

has **been granted / has been declined.**

Signed: (Dean, or Administration Manager)

Absence from Classes

Responsibilities and Requirements

Attendance is **COMPULSORY** at laboratory and practical classes. Disabling injury or illness may make participation impossible but attendance is often possible and is valuable. Note that specific arrangements may be provided by your individual course instructors or lecturers. It is your responsibility to communicate with the lecturer concerned when a difficulty arises.

Examples of Typical Leave Situations

- (1) Emergency situations such as death or illness of a near relative.
- (2) Participation in **National** and **International** sporting events including National team trials and interprovincial competitions.

Note: Participation in sporting events below this level will **NOT** normally be considered as acceptable grounds for absence.

Application for Leave

To obtain authorised absence from classes students must complete the appropriate application form which may be obtained from the Central Office, 46 Union Street.

The student is to list all the classes that would be missed and obtain the signed approval from every lecturer concerned and individual tutors for practicals. Approval **must** also be obtained for courses taught outside of the school. Note that this approval is fundamental to the application and it will not be considered without it. Where lecturers approve leave, they will normally require the student to make up missed work.

Except for emergency situations as indicated in Example 1 above, the completed form is to be returned to the Central Office **AT LEAST ONE WEEK** prior to the proposed leave period.