

Application for consideration for non-attendance of a subject



FACULTY OF HEALTH SCIENCES
SCHOOL OF OCCUPATIONAL THERAPY

Please refer to the instructions on the back of the page

Student Number :

Family Name: _____ Other Names : _____

Reason for Application:

- Medical (Medical Certificate(s) must be attached)
 Non-medical (Supporting documentation, if any, must be attached)

Subject code for which consideration is sought :

Subject Coordinator: _____

State the period during which your studies were affected:

From: / / to / /

Please provide a brief statement of the difficulties that caused you to be absent from class

I hereby certify that the information that I have provided in this application is true and correct. Where a medical certificate and/or supporting statement has been submitted, I authorise La Trobe University to seek further information directly from the originating party or parties.

Signature of student: _____ Date: / /

INSTRUCTIONS:

This form should only be completed for subjects taught by the School of Occupational Therapy. If you wish for consideration for non-attendance of subjects taught by other Schools, you should contact the relevant subject coordinator.

Who should submit this form?

Students who were absent from an occupational therapy class that has an attendance requirement attached to the assessment. A separate form should be completed for each subject missed.

Where should this form be submitted?

To either the General Office or Jan Waller (room 440).

When should this form be submitted?

This form should be submitted no later than three (3) working days after the date of the class from which you were absent.

What should be attached to this form?

If there is any supporting documentation, such as medical certificates, these should be stapled to this form.

Should I also submit an *Application for Special Consideration* form?

An *Application for Special Consideration* should be completed and handed in if the circumstances causing your absence from class has affected or will affect your studies in all your classes. A copy of this form will be sent to each School that teaches a subject in which you are enrolled and your application will be considered at the Chief Examiners Meeting that ratifies your results.

Is there anything else that I should do?

While it is not a requirement, it sometimes helps to discuss your non-attendance with the subject coordinator. In this way, the coordinator will be able to advise of what you have missed and what you need to do. It may also give you peace of mind.