



Explanation of Absence (EOA Form) - For Diploma Students

If you are absent for **1 - 5 consecutive working days** you must complete this form within **3 working days** of your missed classes and email it together with a medical certificate or supporting documents to explain why you were absent to:
DiplomaEnquiry@unswcollege.edu.au.

Please read the following important information:

1. If you submit an EOA form without an official medical certificate, or other official documentation recognized a Compassionate or Compelling evidence, then your form will not be accepted if your attendance falls below 80% and the College is required to issue a notification of 'Intention to Report' to the government.
2. All supporting documentation must be in English or translated into English by a certified translator.
3. If you are unsure about Compassionate or Compelling evidence, please check the list on the last page of the form.
4. Please inform your teachers that you will be absent.
5. If you are absent for more than 5 days please complete the Leave of Absence form.

STUDENT DETAILS: (Please use CAPITAL letters)

| | | | | |
|----------------------|----------------------------|------------------------------|-----|----|
| Student ID Number | Date of Birth (dd/mm/yyyy) | Are you under 18 years old? | Yes | No |
| <input type="text"/> | <input type="text"/> | Are you a sponsored student? | Yes | No |
| Family Name | Given Name | | | |
| <input type="text"/> | <input type="text"/> | | | |
| Telephone/Mobile | Email | | | |
| <input type="text"/> | <input type="text"/> | | | |

ENROLMENT DETAILS: (Tick appropriate box)

| | | |
|----------------------|---------------------------------------|---------------------------|
| Course (eg: Diploma) | Intake/Term/Year (eg: Diploma Term 2) | Class Group (eg. DPST109) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

DATE OF ABSENCE (dd/mm/yyyy):

| | | | | | |
|-------|----------------------|-----|----------------------|---------------------------------|----------------------|
| From: | <input type="text"/> | To: | <input type="text"/> | Number of Days: | <input type="text"/> |
| | | | | (Excluding weekends & holidays) | |

WHAT WAS AFFECTED: (Please tick appropriate box)

| | | |
|---|---------------------|------------------------|
| Lecture attendance | Tutorial attendance | Other - Please specify |
| <input type="text"/> | | |
| Lab attendance - Please complete the Special Consideration Form if you have missed an exam or assessment. | | |



MEDICAL CERTIFICATE:

Do you have a medical certificate? *(Please attach it when you submit your form)*

Name of Practitioner

Provider Number

| | |
|--|--|
| | |
|--|--|

IMPORTANT: If your Medical Certificate is not in English you **MUST** provide a certified translation from an official public notary or use a translation service like <https://www.naati.com.au/>. Inaccurate or missing information will result in either delayed processing or your request may be denied.

OTHER REASONS FOR YOUR ABSENCE: *(If you are leaving Australia, please provide a copy of your flight ticket)*

| |
|--|
| |
|--|

To tick this box, you confirm that you have provided **ALL** the information to request for EOA and you understand that your request won't be taken consideration into if you don't provide supporting documents.

DECLARATION:

I understand that it is a condition of my Student Visa and/or my enrolment in the course that I must maintain an attendance level of at least 90%, whether or not I have doctor's certificates or other explanations for my absence from class.

Student's Signature

Date of Request (dd/mm/yyyy)

| OFFICE USE ONLY | | |
|---|-------|--------------------------------------|
| Received by: | Date: | |
| Form signed by student and dated: | Yes | No |
| Medical Certificate attached: | Yes | No |
| If yes, does it have provider No and Doc's signature: | Yes | No (If No, do not accept Form or MC) |
| Date form passed to Program Coordinator: | | |



Compassionate or Compelling Evidence Can Be Accepted by UNSW College

Compassionate and compelling circumstances are matters which are, in most cases, beyond the control of the student and which will impact their capacity to progress with their planned course of study.

In the below table UNSW College sets out what it considers to be compassionate and compelling circumstances, and the documentary evidence required to support a claim.

| Compassionate or Compelling Circumstances | Documentary Evidence Required |
|--|--|
| Compassionate or compelling circumstances that apply under all UNSW College policies | |
| Serious illness or injury of a student | Medical certificate from an AHPRA registered practitioner, stating that the student was unable to fulfil attendance / course progress requirements. Where the student is offshore, other medical evidence may be accepted at UNSW College's sole discretion. |
| Death or serious illness of a close family member such as a parent or grandparent. | A death certificate which is written in English or is translated into English by a NAATI accredited translator, or appropriate alternative evidence. |
| Major political upheaval or natural disaster in the home country of the student requiring emergency travel by the student that is, or is likely to have, an impact on the student's ability to continue or commence their studies. | Any reasonable evidence of the event, including copies of flight/travel bookings and/or any reasonable evidence of the impact such event has had on the student's studies |
| A traumatic experience where a student is victim of, or a witness to, a serious accident or crime, and this experience has adversely impacted on the student. | A hospital report, police report or an AHPRA registered health practitioner's report. Where the student is offshore, other medical evidence may be accepted in UNSW College's sole discretion. |
| Misadventure, for example: an unusual/one-off event such as a major traffic incident that prevented the student from being able to travel to and attend class. | Any reasonable evidence of the event. |
| Other | |
| Any others circumstances that UNSW College considers to be compassionate and compelling in nature, in its sole discretion | Any reasonable evidence of the event. |