Absence Justification Form

<u>Completed form and supporting documents</u> to be submitted to Student Central within <u>4 working days</u> from the date of absence.

Name of Student	
Student ID	
Absence From: **Unit title**	
Name of Lecturer	
Date of absence	

Supporting Document	**Yes** □ **No** □ (If no, please fill in the reason for absence from class below)

Reason for absence from class

Student Signature_____ **Date** _____

Curtin Singapore reserves the rights to reject reasons given for being absence from class. All reason given will be assessed on a case by case basis.

Privacy Statement

At Curtin Singapore, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that Curtin Singapore collects in order to provide the services that it does, is personal information. For details of how Curtin Singapore will use, disclose and protect your personal information please contact Curtin Singapore.