

Self-Certification of Absence



STEP 1: TO BE COMPLETED BY STUDENT

Name of Student

Date of Birth

Home telephone number

Course

Tick if you are receiving EMA payments Tick if you are receiving ALG payments

Personal Tutor

First date of absence

Last day of absence

Lectures Missed	Date and Time	Name(s) of Lecturers
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I was/will be unable to attend the lecture(s) listed above because:

Signed (student) Date

Please return this form prior to the period of absence (see 'Student Attendance and Absence' document, or within five working days of return to college).

STEP 2: TAKE THIS FORM TO THE WELFARE OFFICE IN STUDENT STREET

1. Students giving false information on this form will be subject to the College's disciplinary procedure.
2. The College reserves the right to check and authenticate claimed absence.
3. For learners under 19, supporting evidence must accompany this form (eg a handwritten letter from parent/guardian, or hospital appointment card/letter etc if appropriate. See 'Student Attendance and Absence' document).

OFFICE USE

This absence is **AUTHORISED** or **UNAUTHORISED** (Please tick one option).

If the absence is unauthorised, please give reason:

Signed (Administrator) Date