

**CQA 9.1.1 Request for Exceptional Absence Authorisation**

<b>Name</b>	
<b>Student ID</b>	
<b>Course Title</b>	

<b>Date(s) of Absence</b>	
<b>Reason for Absence</b>	
<b>Evidence Provided</b>	
<b>Student Signature</b>	
<b>Date</b>	

**Please note that Authorised Absences will be processed by using the balance of your 'self-cert' allocation for the semester first unless otherwise authorised by the CQL below.**

***For Office Use Only***

<b>CQL Signature</b>	
<b>Date</b>	
I authorise that these absences should not be taken from the students' remaining self-cert balance.	<b>CQL Signature</b> _____
<b>Processed by</b>	
<b>Date</b>	