Monash College expects 100% class attendance for all students. Student visa condition 8202 requires a minimum of 80% attendance. In accordance with government regulations, all international students are issued with an attendance letter stating the attendance percentage achieved during their studies at Monash College.

Student attendance is recorded for every class, lab and workshop and actual attendance is calculated each week. Students are marked absent for days they are sick, including days for which they have medical certificates. Students are strongly encouraged to make appointments for personal matters outside of class hours. If students are absent, they must supply documentary evidence to support any absence.

Supporting documentation
For absences due to an illness, students must:
Obtain a medical certificate and
Complete an Absence Form

Lodgement of form
Submit both documents to the Reception at Level 3, CITY campus

Students can email student.admin@mcpl.edu.au to check the attendance rate.

Unsatisfactory attendance
Any student whose attendance falls below 80% and will not be able to make 80% by the end of the course may be reported to the Department of Immigration and Border Protection (DIBP) for not satisfying attendance requirements. This may result in visa cancellation and a possible three year ban on entering Australia.

If you have any concerns regarding your attendance, please see your Student Experience Coordinator.

Privacy statement
The information on this form is collected for the primary purpose of assessing applications for special consideration. Other purposes include: to decide the form of special consideration to be granted, monitor special consideration applications, send any necessary correspondence in relation to the application, and to assess compliance with special consideration policy and procedures. This form may be retained by Monash College for the duration of your enrolment.

If you choose not to complete all the questions on this form, it is unlikely that Monash College will approve special consideration. You have a right to access personal information that Monash College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash College Privacy Officer via email privacy@mcpl.edu.au

RECEIVED

Please retain this copy as a proof that your application has been submitted

Student ID number: 

Staff Signature: ____________________________
Section A: Type of Absence

Please tick one Box

☐ Past Absence (illness)  ☐ Request for future absence
☐ Past Absence (other)

Please provide reasons and supporting documents

Section B: Student Details

Student ID: 

Family Name: 

Given Name: 

Foundation Year  ☐ Monash University English Language Centre  ☐ Class: 

Reason(s):

Class(es) missed:

Date of absence:  From / /  To / /  

AM: ☐ PM: ☐ Number of complete days missed: 

Signature:  Date: 

Section C: To be approved by Manager, Student Administration

☐ Approved  ☐ Not Approved

Signature:  Date: 

Office Use Only

Entered on attendance database:  ☐ Yes

Processed by:  Date: 

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. You have the right to access personal information that Monash College holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email privacy@mcpl.edu.au

MCPL02-V05/14