



This form is to be completed by International Students to notify the International Centre of non-attendance due to personal illness evidenced by a medical certificate.

**Personal Illness (Evidenced by Medical Certificate)
Student Details**

Holmesglen student number		Campus	
Course enrolled (Code/Title)			
Family Name		Given Names(s)	
Title	Date of Birth / /		Sex M <input type="checkbox"/> or F <input type="checkbox"/>

Medical Certificate Details

Name of Doctor	Date Covered From	Date Covered To	Date Issued
	/ /	/ /	/ /
	/ /	/ /	/ /
	/ /	/ /	/ /
	/ /	/ /	/ /

Class Details

Please list classes missed during the medical certificate period(s). **Please make sure that you advise your teachers/s of your medical certificate/s.** (If more space is needed use back of page)

Class Name (eg. Contract Law)	Day	Time (eg. 11am-1pm)	Name of Teacher

Declaration

1. I understand that during the abovementioned period I will be recorded absent on attendance records.
2. I understand that should the period of non-attendance affect my ability to achieve 80% attendance over the semester or to complete my course within the current visa timeframe, the International Centre will notify DIAC.
3. I understand that DIAC is the final approving authority as to whether the reasons for non-attendance are acceptable.

Student's Signature
Printed Name

You must now hand this form to the International Centre along with your ORIGINAL medical certificate(s) for approval. Your medical certificates will be handed back to you. If reported to DIAC at any point you may be required to present the originals.

For International Centre Admin Use Only

Medical Certificate/s Sighted & Details Confirmed as above Yes <input type="checkbox"/> No <input type="checkbox"/>	
International Centre Staff Member, Signature	
Printed Name	Date