

ABSENCE JUSTIFICATION FORM

Instructions to Students:

Valid documents (eg. medical certificate) must be attached together with this form and submitted within 7 days from date of absence. Curtin Singapore will only accept medical certificates issued by registered general practitioners or specialists in Singapore.

International students on Student's Pass are required to fulfil a monthly attendance requirement of at least 90%. Failure to meet the requirement may result in the cancellation of your Student's Pass.

Students in all programs are required to achieve at least 75% unit attendance in order to be eligible to sit for the final examination at the end of each study period.

Student ID:	Handphone No:	Semester:
Student Name:	Email:	
Name of Course:		

Unit 1:	Date of Absence: Name of Lecturer:
Unit 2:	Date of Absence: Name of Lecturer:
Unit 3:	Date of Absence: Name of Lecturer:
Unit 4:	Date of Absence: Name of Lecturer:

Reasons for Absence (please tick the appropriate box)

Medical Certificate (please attach) Others (please complete details in the space provided below)

I declare that the information I have given on this form is correct and understand that if I knowingly make false or misleading statements, I may be liable for prosecution.

Student's Signature / Date

For Office of Pro Vice-Chancellor Use

Approved Not Approved
 Record Updated Student Notified
(not required for MC reason)

Curtin Singapore reserves the right to reject reasons given for absence. All reasons given will be assessed on a case to case basis

Academic Officer's Name and Signature / Date

Privacy Statement

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