



Absence Request Procedure

In the event of student medical emergencies, a family emergencies* and work emergencies, students may be able to request withdrawal from their course and transfer tuition to another course within the program. A \$25 administrative processing fee will be retained by the College per course.

Students must submit the Absence Request form to the Continuing Education office at coned@keyano.ca prior to the course start date or within 48 hours of the event occurring.

Keyano College reserves the right to require students provide the following documentation:

- Medical: A copy of medical documentation from a health care practitioner/provider
- Bereavement: A copy of the obituary or the funeral program
- Work emergency: Supervisor's contact information and signature

Once the Absence Request Form is submitted, students will be contacted by the Continuing Education Office.

The Continuing Education Office reserves the right to determine the eligibility of any absence request.

*Spouse, parent, step-parent, child, step-child, brother, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, or grandchild.

Absence Request Form

Absence Information

Course Date: _____
Course Name: _____
Instructor's Name: _____
Student Name: _____
Phone Number: _____
Email: _____

Type of Absence Requested:

- Medical(yourself) Family Emergency Bereavement Employment Emergency
 Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

If you are submitting the form due to employment emergency, please fill out the following information.

Supervisor's Name: _____
Company Name: _____
Contact number: _____

Supervisor's Signature

Date

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Student's Signature

Date

Office Use Only:

Received Date _____ Received by _____