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.

Absence Request Form

<table>
<thead>
<tr>
<th>Absence Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Date:</td>
</tr>
<tr>
<td>Course Name:</td>
</tr>
<tr>
<td>Instructor’s Name:</td>
</tr>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

**Type of Absence Requested:**

- Medical (yourself)
- Family Emergency
- Bereavement
- Employment Emergency
- Other

Dates of Absence: From: ____________________________ To: ____________________________

Reason for Absence:

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

- Supervisor’s Name: ____________________________________________
- Company Name: ________________________________________________
- Contact number: ______________________________________________

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Office Use Only:

Received Date _____________________________ Received by _____________________________