

# NOTICE OF ABSENCE FORM

Updated May 2024

This form is to be used to provide notice of absence when a swimmer will be absent from classes for a period of **at least two weeks**.

Please send the completed form via email to [info@tateswim.com.au](mailto:info@tateswim.com.au)

If the following requirements are met, fees will be adjusted, and a confirmation email will be sent.

	Planned Absence	Absence due to Illness or injury
<b>Period</b>	Minimum 2 weeks / maximum 8 weeks	Minimum 2 weeks
<b>Rules</b>	<ul style="list-style-type: none"> <li>Form must be returned <b>at least 7 days prior to absence</b></li> <li>Up to two applications may be submitted per calendar year</li> </ul>	<ul style="list-style-type: none"> <li><b>Medical certificate is required</b> – this must note that the swimmer is unable to swim for at least two weeks due to their medical condition.</li> <li>Please return this form as soon as possible as <b>backdating is not permitted</b>.</li> </ul>
<b>Credit</b>	Full credit (less \$10 administration fee)	First week of absence: 50% credit Subsequent weeks of absence: Full credit

Please note that there will be no classes on the following dates, so please do not include these dates in the period of absence. Note: These dates are subject to change.

- **Autumn break:** 1-12 April 2024 (2 weeks)
- **Winter break:** No break
- **Spring break:** Date to be advised
- **Summer break:** 23 December 2024 to 3 January 2025 (2 weeks)

<b>Type of absence:</b> <i>(Please tick)</i>	<input type="checkbox"/> <b>Planned (7 days advance notice required)</b> <input type="checkbox"/> <b>Illness or injury (medical certificate required)</b>
<b>Reason for absence:</b>	
<b>Swimmer's name:</b>	
<b>Swimmer's squad:</b>	
<b>Absence start date:</b>	
<b>Absence end date:</b>	
<b>Signature:</b> <i>Parent must sign if swimmer under 18</i>	
<b>Date submitted via email:</b>	