

NOTICE OF ABSENCE FORM

Updated February 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

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
Period	Minimum 2 weeks / maximum 8 weeks	Minimum 2 weeks
Rules	<ul style="list-style-type: none"> Form must be returned at least 7 days prior to absence Up to two applications may be submitted per calendar year 	<ul style="list-style-type: none"> Medical certificate is required – this must note that the swimmer is unable to swim for at least two weeks due to their medical condition. Please return this form as soon as possible as backdating is not permitted.
Credit	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. These dates are subject to change.

- **Autumn break:** 1-12 April 2024 (2 weeks)
- **Winter break:** 1-5 July 2024 (1 week)
- **Spring break:** 23-27 September 2024 (1 week)
- **Summer break:** 23 December 2024 to 3 January 2025 (2 weeks)

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