



**VITALIS TRAINING CENTER**

## **Application Form - Clinic Session Make-Up**

[colonictraining.com.au](http://colonictraining.com.au)  
PO Box 561, Murwillumbah NSW 2484

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# What you need to know - Please read this carefully

To successfully complete a clinic subject, a student must attend all scheduled sessions. Students can miss the clinic for limited reasons. If a clinic session is missed, it must be “made up” in order to obtain a final pass in the clinic subject.

Allowable reasons for missing a clinic session are:

- Illness, with a certificate from a registered health practitioner
- Serious personal or emotional trauma (such as a death in the immediate family), with appropriate documentation
- Sporting or cultural commitments at the State, national, or international level, with appropriate documentation

The following are *not* allowable reasons for missing and making up a clinic, resulting in an additional fee to cover the cost of clinic and staff (\$700 per day):

- Work commitments
- Holiday arrangements (including overseas travel and school holidays)
- Social and leisure events or personal commitments (including weddings)
- Transportation problems

If you are ill, you should not come to the clinic. If you are ill with an infectious disease, you **must not** come to the clinic.

## What you need to do - Checklist

- Whenever you cannot attend a clinic session, you must advise the Vitalis Training Centre as far in advance as possible.
- Whenever possible, please notify your Clinic Manager the prior week. If that is not possible, then notification of absence must be done **no later than the start time of the missed clinic.**
- When notification is done via email the subject line will contain the words “CLINIC ABSENCE”, and in the body of the email, please include your full name and the day/time of the clinic(s) you will miss.**
- Include a contact number where you can be reached if needed.**
- As soon as possible after your missed clinic, fill out PART A (Sections 1 - 3) of this form and submit it to the supervisor of the missed clinic **with** the appropriate documentation showing the reason for your absence in order to receive their approval to make up the clinic.
- Complete your clinic make-up on the approved day/time and have the **supervisor** of the make-up session sign PART C of this form.
- Make a copy of the completed form and keep it for your records.

# Application Form - Clinic Session Make-Up

## PART A - Student to complete Sections 1 - 3

### 1. PERSONAL DETAILS

Title	Given Name	Family Name
Address		
Suburb	State	Postcode
Phone Number	Additional Phone	
Email		

### 2. APPLICATION DETAILS

Course Title	Expected Completion
Subject Name	
Supervisor Name	Date of Absence
Reason for absence (attach required documentation)	
How many clinic sessions have you already missed in this study period?	

### 3. STUDENT DECLARATION

I (the undersigned), declare that: *(tick)*

- I have read and understood the policies related to this form and that the information I have provided within this document is true, correct, and complete in every respect.
- I acknowledge that the submission of false, incorrect, incomplete, or misleading information may result in the cancellation of my enrolment and/or delays in processing this request.

Full Name	
Signature	Date