

FRIENDS *of* GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



Geelong School of Botanical Art

Request for 'Leave of Absence'

I apply for consideration for a
reduction in fees for my enrolment in Botanical Art classes during Term 201.....

I will not attend classes to be held on :

Tuesday	(one full day to be specified)	OR
Saturday	(one full day to be specified)	OR
Sunday	(one full day to be specified)	OR
Friday	AND	
	(two mornings OR two afternoons to be specified)	

I understand that:

- The application must be submitted to the Friends' Office with my Term Enrolment Form at least two weeks prior to the start of the school term.
- Late applications for 'Absence of Leave' will not be considered.
- The 'Leave of Absence' is not transferable to other dates within the term, another term or another year.
- If the class tutor arranges one/more catch up session/s (subject to space in the class) in lieu of any possible absence, fee reduction under this Leave of Absence Policy is not applicable.

.....
Signature

.....
Date

Office Use Only:

Application for Leave of Absence received Approved.....

Fee Reduction of \$50 applied to Term by.....