



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 20.....

I will not attend classes to be held on:

- | | | | |
|-----------------|-------|-----------------------|----|
| Tuesday | | (Exact date required) | OR |
| Saturday | | (Exact date required) | OR |
| Sunday | | (Exact date required) | OR |
| Friday | | (Exact date required) | |

I understand that:

- The application must be submitted to the Friends' Office with my Term Enrolment Form **at least one week prior to the commencement of the term.**
- Late applications for 'Absence of Leave' will not be considered.
- The 'Leave of Absence' is not transferable to other dates.
- Leave can only be requested for **one class in each calendar year.**
- Refund payable is equivalent to the **cost of a ONE class less 25% administration fee.**

.....
Signature

.....
Date

Office Use Only:

Application for Leave of Absence received Approved

Fee Reduction of cost of one class less 25% administration fee - processed by.....