UTA INSTITUTE OF TECHNOLOGY

Notification of Non-Attendance

Student administration | Fillable form

Use this form to explain missed scheduled training and provide relevant evidence. Notify your trainer / Student Administration promptly. This records an absence; it does not automatically approve leave or count the missed time as attendance.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

- Domestic
- International

2 Absence details

First date absent

Last date absent / expected return

Reason

- Illness / injury
- Medical appointment
- Family / personal circumstances
- Critical incident / trauma
- Compassionate or compelling circumstances
- Other

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Explain the circumstances and effect on attendance

3 Classes missed and medical evidence

Class date / unit	Scheduled hours / session	Trainer informed: date / method

Medical practitioner / clinic (if applicable)

Certificate issue date

Period covered by certificate

Other evidence attached / reference

Catch-up training / assessment and support requested

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Framework: RTO 2025 Standard for Registered Training Organisation; Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8 where applicable.

4 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I understand UTAIT will review the information under its attendance and course-progress procedures. Any adverse decision will be dealt with through the applicable notice and appeal process.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

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5 Office use only

Date received

Received by / position

Decision / status

- Approved
- Not approved
- Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Written outcome sent: date / method

Appeal information supplied: date / N/A

Student file / SMS updated: date / initials

PRISMS action / date / N/A

Finance / fee adjustment reference / N/A

Agent notified (if authorised): date / N/A

Evidence verified / absence classification

Trainer follow-up / support referral

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