



APPLICATION FOR INGESTIVE CLINIC MAKE-UP CLASS FORM

POLICY CONTENT

- It is allowable for students to be absent from **one class** per term without having to attend a make-up class
- If absence **exceeds one class** during the term due to extenuating circumstances, students are required to provide supporting evidence (as listed below) to their Clinic Supervisor and make up the class by attending another class during the term. Arrangements for the make up class are to be made through Clinic Reception and with their Clinic Supervisor

Extenuating circumstances in which I can apply for a make up class	What evidence do I need?
<ul style="list-style-type: none"> Illness or Incapacity 	<ul style="list-style-type: none"> A certificate from a registered practitioner
<ul style="list-style-type: none"> Bereavement in the immediate family 	<ul style="list-style-type: none"> Medical declaration
<ul style="list-style-type: none"> Hardship/Trauma 	<ul style="list-style-type: none"> Cessation certificate
<ul style="list-style-type: none"> Pre-Booked Holiday 	<ul style="list-style-type: none"> Confirmation of Booking

- If absence exceeds more **than two classes** for the duration of the term students will be required to withdraw from the clinic unit of study and re-sit the clinic unit of study and maybe required to pay the full tuition fees dependent upon the reason for non attendance/withdrawal

When attending a make-up class learning activities will be directed by your Clinic Supervisor and Clinic Manager and may include the following:

- Working as a receptionist at the NCC Clinic
- Working in the dispensary (tasks not related to consultations taking place at the time)
- Clinic administration related to client records
- Client room preparation and coordination
- Observing* consultations (not actively participating)
- Actively promote your clinic/modality
- Other duties as directed by the Clinic Supervisor or Clinic Manager

Student Action List:

- Complete this Ingestive Clinic Make-Up class form
- Contact clinic reception staff who will advise of the next available class to attend.
Clinic contact details: Email clinicstaff@naturecare.com.au : Telephone 8423 8444 or in person at 52 Nicholson Street, Level 1
- When you attend your scheduled make- up class have the Clinic Supervisor complete the Supervisor's section of this form
- Return this completed form to your regular class supervisor to attach to the class attendance role

PLEASE NOTE YOUR RESPONSIBILITIES:

- To pursue this matter within 7 days of exceeding the absence of more than one class per term
- To ensure the supervisor of the make-up class signs this form as proof of attendance
- *To observe only: you will not be permitted to do any case taking in make-up classes

Student Details:

Name & Student Number.....

Mobile:Email:

Make-up Class:

Clinic Name	Date Attended	Supervisor Name	Supervisor Signature