



## GSBLSU Absentee Request Form (ARF)

Student Name:

Session Year:

Bank/Institution:

Upcoming Grade Level: FR JR SR

Supervisor/Executive:

Phone:

Email:

**GSBLSU Absentee Policy:** \_\_\_\_\_

A student may be absent for no more than one (1) day, or a total of eight (8) instructional hours, during the in-person session each year. This time may be taken either consecutively or in smaller increments across the session, but the cumulative total must not exceed the eight-hour limit. If a student exceeds this allowable limit, they may be required to repeat the entire grade-level year. In such cases, the student will not be required to resubmit their bank study projects from the previous year.

In all cases, students are fully responsible for obtaining class notes and other materials missed during any approved absence, especially for classes that are subject to examination.

Students seeking approval for absence should submit a GSBLSU Absentee Request Form (ARF) to school administration at least two weeks prior to the start of the session. Each form must be reviewed and approved by the student's direct supervisor, bank president, or bank executive prior to submission. The final decision on the request will be at the sole discretion of the GSBLSU Executive Director.

**Dates / Times Requested:** *(All time away from class/campus, including travel)* \_\_\_\_\_

Departure Date:

Return Date:

Reason for Absence:

Departure Time:

Return Time:

Departure Date:

Return Date:

Reason for Absence:

Departure Time:

Return Time:

*-I confirm that I have read, understand, and agree to abide by the absentee policy for GSBLSU.*

Student Signature:

Date:

Supervisor/Executive:

Date:

*For Official Approval Use Only* \_\_\_\_\_

Date: \_\_\_\_\_

GSBLSU Director: \_\_\_\_\_

Decision: *Approved* *Denied*