



# ABSENCE ADJUSTMENT FORM

This form can be used to provide notice of absence when a swimmer will be absent. Please complete this form and return it to the following **at least 14 days prior to absence**.

**Malvern Academy of Swimming (Harold Holt)**  
malvern@academyofswimming.com.au

**Glen Eira Academy of Swimming (GESAC)**  
gleneira@academyofswimming.com.au

**Family Name** \_\_\_\_\_ **Parent / Guardian Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Swimmer Name/s** \_\_\_\_\_

### Non Training Dates

Check website for non-training dates and do not include these in the period of absence

### Terms - not including non-training dates listed

Make ups available for 1 to 3 weeks  
Minimum of 4 weeks  
Maximum of 8 weeks

### Details of absence

**Reason** \_\_\_\_\_

**Dates** FROM \_\_\_\_\_ TO \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date submitted** \_\_\_\_\_

*Note: an adjustment of fees will not be accepted if an absence notice is provided after a cancellation form has been received.*

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**OFFICE USE ONLY**

- Approved, family advised
- Adjustment not approved, family advised

Signed: ..... Date Received ..... / ..... / .....