



Tutorial Exemption Form

DESCRIPTION

This form must be completed for Registrars to gain exemption to not attend a college tutorial. Exemptions are available if Registrars are completing occasional event and team coverage during the tutorial time or are on leave. This form must be completed and sent to registrars@acsep.org.au before the tutorial.

REGISTRAR DETAILS

Registrar name	
Date of tutorial(s)	
Reason for seeking exemption	
List of supporting evidence <i>If available (e.g., letter from CTS or CMO of team evidencing event and team coverage).</i>	

SIGNOFF

Registrar name		Signature	
Date			
Primary CTS name		Signature	
Date			

APPROVAL (OFFICE USE ONLY)

Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
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Commentary (if required)			
Chair of Training		Signature	
Date			