



SPECIALISTS' ABSENCE FORM FOR UNIVERSITY OPEN DAYS/INTERVIEWS

HIGHER EDUCATION & CAREERS

- 1. Complete Section 1 in the Careers Office and have it signed by the Head of HE & Careers who will check to see that you have booked.
2. Ask beaks for permission to miss hashes and other commitments
3. You must complete this form at least a week in advance of the day you wish to miss school. Top copy goes to your Housemaster, the second copy to the HE & Careers Office.
4. Ask your parent/guardian to complete the online 'University Visit Request' form for your Housemaster.

Name ..... House ..... 1st Year / 2nd Year (delete)

SECTION ONE

University to be visited .....

Reason: Open Day / Interview (please delete)

Date of Visit: From ..... time ..... to ..... Return time .....

Transport: ..... Accommodation .....

Have you booked the open day with the University: Yes / No (delete)

Degree course(s) .....

Grades needed for this (these) course(s) .....

Signed ..... (Head of HE & Careers)

SECTION TWO

Hashes to be missed/games commitments/other Signature of beaks

- 1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

Visit approved (Housemaster) ..... Date .....

Parent/Guardian Specialists Absence for University Visit Request Form Received Yes / No

Please return the completed form to:

Higher Education & Careers Department, Charterhouse, Godalming GU7 2DX
t: +44(0)1483 291606 f: +44(0)1483 291605 e: careers@charterhouse.org.uk