



Urgent Personal Business Request

Please detail below all matters of absence due to Professional work or UPB (Urgent Personal Business) and email it to your Student Mentor copying in the Head of Acting in advance of the day(s) you will need to be absent from class. Should there be any change to the intended period of absence while you are away, please email as soon as possible. *Please refer to your student learner agreement regarding frequent or concurrent absences.*

Full Name	
Class	
Date(s) of intended absence	
Modules/Tutors affected	
<p>Reason for UPB: <i>Please attach evidence to this form i.e. in the case of professional work your contract and call sheet (with all confidential material such as salary redacted [covered up])</i></p> <p><i>In the case of illness, you do not need to provide evidence for any absence less than 7 days. For medical appointments and/or illness longer than 7 days please provide the Drs or hospital appointment letter with any confidential information redacted)</i></p> <p><i>In the case of bereavement you do not need to provide evidence.</i></p>	
Student Signature	
Date	
Head of Acting/Student Mentor Verification/Approval	

NB: UPB relates to accident, illness or death of a close family member. Other forms of UPB are accepted only at the discretion of the Head of Acting. In advance of their absence, or if that is not possible, when a student returns to class they should show this UPB to FOH and their tutor to ensure they were marked as an authorised absence.