**Approved Absent Application Form**

Closing date for submitting applications is **five working days after the last exam** takes place. Please read **all** sections of this form carefully before you complete it. Applications will ***not*** be accepted without the applicant’s signature and supporting documentation. Send completed forms, with supporting documentation, to: [exams@AccountingTechniciansIreland.ie](mailto:exams@AccountingTechniciansIreland.ie)

**Personal Details**

Registration No:

Name:

Email:

**\*If your personal/contact details have changed, please update them via TouchPoint\***

1. **I would like to be considered for approved absent for the following examinations:**

**Certificate/Year 1 Subjects**

|  |  |  |
| --- | --- | --- |
| Financial Accounting | Taxation (ROI) | Business Law (ROI) |
| Business Management | Taxation (NI) | Business Law (NI) |

**Diploma/Year 2 Subjects**

|  |  |  |
| --- | --- | --- |
| Advanced Financial Accounting | Advanced Taxation (ROI) | FDM |
| Management Accounting | Advanced Taxation (NI) |  |

1. **Reason for your approved absent request:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Supporting documentation provided:**

|  |  |  |
| --- | --- | --- |
| Medicial certificate | Letter from employer | Other |

If other, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I hereby apply to be considered for approved absent for the examination(s) specified above and agree to be bound by the Rules & Regulations as stated on [www.accountingtechniciansIreland.ie](http://www.accountingtechniciansIreland.ie)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**For Office Use Only:**

Date of receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supporting documentation check: Received  Outstanding 

Approved Absent log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confidential information destroyed (GDPR): Yes 

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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