USQ SPRINGFIELD

External Student On-Campus Attendance Request Form V2.2

- A separate form is required for each course.
- This form is to be submitted to the Student Relationship Officer at USQ Springfield in the Faculty responsible for the course.

Student Number:		**Program Enrolled In:**	
Student Name:			
Course Code applicable for this request:			
Course Name:			
Semester:		**Year:**	

I wish to attend the on-campus:

Lecture	Yes / No	(Please circle)	Specify date & time:
Tutorial	Yes / No	(Please circle)	Specify date & time:
Workshop	Yes / No	(Please circle)	Specify date & time:

Additional comments: _____

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Approval of attendance is dependant upon teaching, classroom and floor capacity. Students enrolled in on-campus mode will have priority for lectures, tutorials and workshops, hence approvals for external students attending on-campus can only be granted after the semester's **'last day to add courses'** date. Should there be subsequent changes to the capacity to accommodate external students; the University reserves the right to revoke this approval. Students will be notified of the change in these circumstances.

Revocation is on a last-in first-out basis. External students are not permitted to attend lectures, tutorials or workshops where an application has not been submitted or has been declined. Approvals are valid only for the course and semester applied for.

External postgraduate students may attend on-campus intensive mode sessions for one semester only. If they wish to continue in this mode after this semester they are required to enrol as Springfield on-campus students.

Signature: _____

Date: _____

Number of students enrolled in class:		Room Number:		Class Capacity:	

Approval Processing – Office Use Only

Position	Name	Result	Signature
Lecturer		Endorsed/Declined	
Associate Director		Endorsed/Declined	
Campus Admin Manager		Endorsed/Declined	
Campus Director		Approved/Declined	

Comments if request declined:

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SRO Action/Notification of application result:

	Initial when completed	Date
Associate Director Informed		
Course Lecturer Informed		
Applicant Informed & database updated		