



Exceptional Absence Application

Name of Applicant	
Temporary Protection Number	
Date of Birth	
Date of Submission	
Accommodation Address and Room Number	
Email Address of Applicant	
Details of any additional persons planning to be absent	

Absence Details

Reason for absence	
Leaving Date	
Return date	



Please enclose any relevant supporting documentation with this form.

Terms of absence:

- At all times minors must remain in the care of their parents/guardians.
- Arrangements must be made for any pets in care at BOTPs own expense.
- It is advised that all personal effects are removed from the accommodation in advance of travel.
- After the expected return date UCTAT reserves the right to reallocate this accommodation to an individual(s) in need.
- All keys for this accommodation should be returned to the Facility Manager at the time of departure.

ENDS