

HEC Montréal file number

Date of birth
year month day

Mr. Ms.

Family name

Given name

Telephone (home)
Area code Number

Telephone (work or other)
Area code Number Extension

Program: _____

Term: Fall Winter Summer

Type of examination: mid-term → If the justification is deemed acceptable, the percentage for this examination will be added to the percentage for the final examination.
 final → If the justification is deemed acceptable, you will be summoned to take a deferred examination. A final examination **may not be deferred more than once.**

Justification for absence: illness (attach the **original** of the medical certificate attesting to your inability to attend on the SCHEDULED EXAMINATION DATE. A medical form indicating simply that you consulted a doctor on a given date will not be sufficient.)
 other (describe and attach **original** supporting document)
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Absence for any serious reason must be justified within **five working days** following the examination date. After this date, no applications will be accepted. "Serious reason" means circumstances beyond the student's control, such as force majeure, an unforeseeable event or an illness attested to by a medical certificate.

Catalogue number	Section	Course title	Date and time of examination	Instructor's name
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A reply will be sent to your HEC e-mail address within two to three weeks.

I certify (✓)

I confirm that I did not attend the above exam(s).

I have read and understood all the above. I confirm that all the information in this application is accurate and complete, and I agree to abide by HEC Montréal rules and regulations.

Date Student's signature

Reserved for the Office of the Registrar

Justification accepted AMA IN DF e-mail

Justification rejected e-mail

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Reason : _____
