



Since 1989

APPLICATION FOR LEAVE OF ABSENCE

A student seeking leave of absence from a course should submit this form to their respective lecturer for approval. Students must check their application for approval before going on leave or it will be considered an absence. Students under the age of 18 must provide written endorsement from their parents/guardians.

PART A – Student’s Application

Form with fields for NAME, COURSE, ADDRESS, TEL, LEAVE OF ABSENCE FROM, RECOMMENCE ON, REASONS FOR REQUEST, and Student's Signature/Date.

RECEIVED BY COURSE CONSULTANT

Name Signature Date

PART B – School’s Approval

Form with checkboxes for Balance of days, APPROVED (Leave approved from...), APPROVED (Provided that the student complies...), and NOT APPROVED (Reason:...). Includes Signature/Name of Lecturer and Signature of Admission Director Ms Jean Chua.