

STUDENT'S LEAVE APPLICATION FORM

NOTES

1. Students who are unable to attend any class due to valid reasons are required to complete this form and submit it with all supporting documents to the Student Admin Department seven (7) days in advance;
2. Students who are absent due to medical reasons are required to complete this form and submit it together with the medical certificate(s) within three (3) days from the date of absenteeism;
3. Any absence without supporting documents will be considered as absent.

Section A: Personal Particulars				
Name of Student				
Student ID				
Course				
Leave Applied For	From		To	
				(Both Dates Inclusive)
Total No. of Days				
Reason*	Medical Leave		Home Leave	
	Others			
Contact No. During Absence				
Emergency Contact Person		Contact No.		

*Please attach supporting documents

Section B: Applicant's Declaration	
I understand that if I proceed on leave without being granted approval, my absence will be considered absence without valid reason.	
Signature	Date

Section C: For Official Use			
Received On		Received By	
Supporting Documents			
Approved By		Recorded By	
Signature		Signature	
Date		Date	