

## **STUDENT'S LEAVE APPLICATION FORM**

### **INSTRUCTIONS**

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 College at least 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 absence;
3. Students who do not submit supporting documents will be considered absent without valid reasons.

<b>Section A: Personal Particulars</b>				
Name of Student				
Student ID				
Course				
Leave Applied For	From		To	
				(Both Dates Inclusive)
Total No. of Days (maximum 5 days)				
Reason* <small>*Please attach supporting documents: 1. Medical Leave – To submit Medical Certificate 2. Compassionate Leave – To submit Death Certificate 3. Others – Case-by-case basis</small>	Medical Leave (✓)		Compassionate Leave (✓)	
	Others, Please specify:			
Contact No. During Absence				
Emergency Contact Person		Contact No.		

<b>Section B: Applicant's Declaration</b>	
<b>Acknowledgement</b>	<b>Student's Signature</b>
I understand that I have to get approval from the College before I can go on leave. Submitting this form does not mean my leave application is approved. If I do not get approval from the College, I will be considered absent without valid reason.	
I understand that I have to provide supporting documents for my leave application. If I do not provide supporting documents, I will be considered absent without valid reason.	
I understand that even if my leave application is approved, I am still required to attend at least 75% of classes for each module. If my attendance falls below 75%, I am not allowed to sit for the final examination and I will be required to do a re-module.	
Student's Signature	Date

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