

Application for Leave of Absence

This form is to be completed to obtain approval for absence from class.

1. Students must submit the official Student Application for Leave Form (with supporting documents attached) at least 5 working days before the expected leave starts or within 3 working days after they return to school (for unforeseen circumstances) to the Program Manager for approval.
2. Supporting documents (e.g. medical certificate, etc.) must be attached. ONLY medical certificates that are issued by registered general practitioners or specialist with the Singapore Medical Council will be accepted.
3. Student's attendance will be considered as present if approval is granted and vice-versa.

Date(s) applied for	
Reason (please submit documentary supporting where appropriate)	
Name of student	
Signature & date	
Course / Modules	
Contact Nos.	

FOR OFFICE USE

<p>Your request for authorised leave of absence is:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved. Attendance will be marked as zero / absent.</p> <p>Remarks (if applicable):</p> <p>Approving Program Manager's Name</p> <p>_____</p> <p>Signature & date</p>
<p><u>Remarks by Programme Director / Head of Department (if any)</u></p> <p>_____</p> <p>Signature & date</p>

All information provided is treated with strictest confidentiality and are meant for internal use only.