

## **Application for Compassionate Leave for Examination**

1. In the event of death in student's immediate family (defined to include parents, siblings and grandparents), student may:
    - i) Proceed with his/her scheduled examination(s); or
    - ii) Decide not to take the examination(s).
  
  2. If the student decides not to sit for the examination, he must submit a copy of the death certificate to One-Stop @ SAC.
  
  3. Leave of Absence on compassionate grounds will be granted for absence from any examinations within 7 days of the death (starting from the day of the death, inclusive of Saturdays, Sundays and Public Holidays).
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### **To be completed by student:**

Name: \_\_\_\_\_

Matric No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Papers Missed: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Date of Funeral: \_\_\_\_\_

Submit a copy of the death certificate with this form to One-Stop @ SAC latest within 2 working days after end of the examination period.