

LEAVE APPLICATION FORM

Part I: To be completed by Player		
Name of Player		Venue: HKTC /SWH/ QB/ SKM /YL /TM /ND Ball Color: Yellow / Green / Orange / Red Group: 1 / 2 / 3 / 4 / 5 (*Please circle appropriate)
Reason for Leave		Endorsed by (coach)
	Sick Leave	Please attach medical certificate(s)
	School Work	Please attach supporting documents, e.g. school calendar
	Overseas Tennis Camp	Please state the name of the tennis club(s) & name of tournament(s)
	Family or Holiday	N/A
	Others:	Please state reason(s)
Period of leave applied: (dd/mm/yyyy - dd/mm/yyyy)		Total no. of days
Name of Parent	Signature of Parent	
Mobile	Date of Application	

Part II: To be completed by verifying staff, endorsing and approving authorities		
		Signature
Endorsed by		
Approved by		
HKTA Office use		

Notes:

- If participant fails to attend the course due to personal reasons, there shall be NO arrangement for refund or make-up class.
- If participant fails to attend the whole course due to health reason, refund will be arranged if the application is submitted 5 days prior to the commencement of the course. HK\$100 admin fee will be levied for each application. Sick leave application during the course will not be eligible for refund unless the participant will be absent for 50% or more of the lesson continuously and medical certification is provided.
- Any player absent from training and without submitting the Leave Application Form will not be eligible for refund. The Leave Application Form must be sent to HKTA office 10 working days prior to the first day of your leave. Leave application during the course will not be eligible for refund unless the participant will be absent for 50% or more of the lessons continuously and the application is approved by the in-charge coach.
- If participant will be absent for 50% or more of the lessons continuously and fails to submit the leave application form in advance, HK\$100 admin fee will be levied for each application of refund.

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