

## STUDENT APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

### NOTES TO APPLICANTS:

- 1) Application for leave must be submitted to ADM's Chair's Office not less than 7 working days in advance of such leave.
- 2) Categories of leave DISALLOWED:
  - a) Festivals e.g. Chinese New Year and Hari Raya.
  - b) Activities (in & outside campus) organised by student bodies during normal working hours when students are required to attend classes.
- 3) You are responsible for completing all assignments due during your absence and also subject to a lower grade for late submissions.
- 4) You will be informed of the status of your leave of application via the Student Email Account.  
Request will be processed within 5 working days.

### **PART I – FOR APPLICANT'S COMPLETION**

Name (Mr/Miss): \_\_\_\_\_ Year of Study / Major: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Matric No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Proposed Period of Leave: From \_\_\_\_\_ To \_\_\_\_\_ ( \_\_\_\_\_ days)

Reasons for Application (**PLEASE ATTACH SUPPORTING DOCUMENTS**) \_\_\_\_\_

Please indicate whether you have any tutorials/class test/quiz/assignments during the proposed period of leave. (**YES / NO**)

If yes, please indicate subject(s) \_\_\_\_\_

Date : \_\_\_\_\_ Signature: \_\_\_\_\_

### **PART II – FOR ADM SCHOOL COMPLETION**

Application for leave is approved.

Application for leave is not approved.

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ ADM Associate Chair (Academic)