GENETIC Computer SCHOOL

LEAVE APPLICATION FORM

Date:

To: Principal
        Genetic Computer School

Re :   Application for Leave of Absence

Name:	Student ID:	Batch:	Contact No.:

Period of Leave:	From: _____ To: _____ No. of Days _____ (inclusive)

Course Title:

Reason for Leave:
Tick ✔

Reasons of Absence	**No. of Days of Leave to apply**
☐ Compassionate Leave for immediate family member	Maximum up to 7 days
☐ Marriage Leave for student	Maximum up to 7 days
☐ Examination Leave	Maximum up to 7 days
☐ Medical treatment in home country	Maximum up to 7 days
☐ Others:_____	

Student Signature: _____   Date: _____

FOR OFFICIAL USE ONLY

☐ Approved   ☐ Not Approved

A copy of this leave approval form shall be given to the student.

The student going on leave shall observe and abide by ICA Regulations regarding departure from and returning to Singapore to resume studies.

International Students who have to go back home to seek medical treatment to submit

- Leave Application Form
- A letter from Singapore Registered Doctor stating illness
- Photocopy of Air ticket

Upon returning to Singapore, International Student have to submit:

- Medical Documentation from Home Country Doctor
- Photocopy of passport/boarding pass

Signature:_____ Date: _____
         Principal

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