



## Leave of Absence Application Form

### Student Details

<b>Name</b>		<b>D.O. B</b>	
<b>Contact Phone</b>		<b>Student ID</b>	
<b>Course/Group</b>			

**NOTE:** Your requested leave of absence **MAY NOT EXCEED TWO CALENDAR WEEKS** in a designated study period. If compassionate or compelling circumstances require you to take a longer leave, you must submit a **Deferral and Allowable Suspension of Studies** form.

<b>Leave Required/Period</b>	From		<b>Total Number of Days</b>	
	To			
<b>Reason(s) for taking Leave</b> <i>(Please provide as much details as possible)</i>  <b>Note:</b> Attach any supporting documents with this form as applicable				
<b>During your leave, your status will be</b>	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore			
<b>Student Declaration and Signature</b>	<i>All the information I have provided in this form is true and accurate. I also understand that this leave of absence may impact your course progress.</i>			
	Signed:			Date:

### Office use only

<b>Received by</b>		<b>Date:</b>	
<b>Decision</b>	<input type="checkbox"/> Leave Granted	From	to
	<input type="checkbox"/> Leave Not Granted	<b>Reason:</b>	
<b>Signature</b>		<b>Date:</b>	
<b>Follow-up Action</b>	If granted, forward the signed form to the Student Student Admissions Officer for an update of the student record. If declined, advise the student of the outcome in writing.		