

STUDENT LEAVE RECORD

Name:

Course:

Type of Leave (Medical)	Leave Period	Supporting Document
☐ Medical Certificate (MC)	to	☐
Note for Medical Leave: - All medical leave applications must be accompanied with supporting document, e.g. MC, medical report etc. Incomplete applications will not be accepted and students may be recorded as being absent. - Original MCs must be submitted immediately once the student returns to school. - Please submit medical leave applications to the Front Desk.		
Student's Signature:		Date:

Type of Leave (Non-Medical)	Leave Period	Supporting Document
☐ Home Leave	to	☐
☐ Others, please state reason	to	☐
Note for Non-Medical Leave: - All non-medical applications must be accompanied with supporting document, e.g. 2-way air ticket, parent's letter etc. Incomplete applications will not be accepted and students may be recorded as being absent. - All non-medical leave applications are subject to the approval of the Programme Manager (PM). Students who go on leave during school term may be recorded as being absent. - All non-medical leave applications should be submitted at least 3 working days in advanced. Late submission will be considered on a case-by-case basis by the PM. - Please submit non-medical leave applications to the Front Desk.		
<i>(If student is below 18 yrs old)</i>		
Student's Signature:		Parent/Guardian's Name:
Date:		Parent/Guardian's Signature:
PM Approval: ☐ Approved ☐ Not Approved PM Signature and Date:		

For official use:

Received By:	Received Date:	Acknowledged By:
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