APPLICATION FOR SHORT LEAVE OF ABSENCE (TERM TIME)

Short leave of absence applications must be submitted to the respective Schools not later than 7 working days in advance of such leave. Applications submitted less than 7 working days in advance will not be accepted. Students should not go on leave until approval has been obtained.

**Note:** Please see reverse side for important guidelines.

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### PART I - FOR STUDENT'S COMPLETION

A) Name (as in matric card): ____________________________________________

Year of Study: __________________

Type of Student: Full-time / Part-time**

Matriculation No.: ____________________________________________

Citizenship: ____________________

Contact No.: ____________________

Proposed Period of Leave: From (Date) ____________________

To ____________________ ( _______ days )

Reasons for Application (PLEASE ATTACH SUPPORTING DOCUMENT):

______________________________________________________________________________________________

Remember to sign

Student’s signature: ____________________ Date: ____________________

** Delete accordingly

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B) Please indicate course(s) below and explain to your tutor(s) and/or the course coordinator(s) the need to apply the said leave and get their endorsements.

- Class test/quiz: ____________________ Tutor’s name/signature/date: ____________________

- Laboratory: ____________________ Tutor’s name/signature/date: ____________________

- Others: ____________________ Tutor’s name/signature/date: ____________________

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### PART II – For Completion by Director of REP

☐ Application for leave is approved.

☐ Application for leave is rejected.

Remarks: ____________________

Date: ____________________ Signature: ____________________

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**NOTE TO APPLICANTS:**

You will be informed of the status of your leave of application via the Student Email Account.

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cc: Office of Academic Services

Updated by: ____________________ Date: ____________________

**Note:** Please see reverse side for important guidelines
Important Guidelines on how to complete this form

Complete this form and attach supporting documents (for Leave of Absence) and return the form to REPO.

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Below is an extract for your reference.

<table>
<thead>
<tr>
<th>Apply for Short Leave (with supporting documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must apply for short leave of absence with their respective Schools if they cannot attend classes on the following occasions:</td>
</tr>
<tr>
<td>1 On days when there are laboratory sessions.</td>
</tr>
<tr>
<td>2 On days when quizzes or tests are conducted during classes.</td>
</tr>
<tr>
<td>3 On any other occasions that tutor(s) or lecturer(s) deemed as compulsory for students’ attendance.</td>
</tr>
<tr>
<td>4 On any occasion during the attachment/internship*</td>
</tr>
<tr>
<td>*Students on attachment/internship programmes must submit the original leave application form together with supporting documents (if applicable) to the Career &amp; Attachment Office and photocopies to the attached company. Please obtain the leave form obtainable from the CAO website for the detailed application procedures.</td>
</tr>
</tbody>
</table>

Application for Short Leave

**Short leave of absence** Applications must be submitted to the respective Schools **not later than 7 working days in advance** of such leave. Applications submitted less than 7 working days in advance will not be accepted. Students should not go on leave during the abovementioned occasions until approval has been obtained.

Compassionate Leave

Compassionate leave will be granted in the event of the demise of an immediate family member (defined as parents, siblings and grandparents). Normally absence from School within 7 days of the event and on the day of the funeral is accepted as valid leave of absence on compassionate ground.

Categories of leave not approved:

- Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
- Participating in activities (in and outside campus) organised by student bodies during the various occasions mentioned in the point above.