Application for Compassionate Leave for Examination

1. In the event of death in student’s immediate family (defined to include parents, siblings and grandparents), student may:
   i) Proceed with his/her scheduled examination(s); or
   ii) Decide not to take the examination(s)

2. If the student decides not to sit for the examination, he must submit a copy of the death certificate with this form to One-Stop @ SAC, latest by the 2nd working day after the examination period.

3. Leave of Absence on compassionate grounds will be granted for absence from any examination(s) within seven (7) days of the death (starting from the day of the death, inclusive of Saturdays, Sundays and Public Holidays).

To be completed by student:

Name: ______________________________
Matric No: __________________________
Programme: __________________________
Contact No: __________________________
Relationship to Deceased: __________________________
Date of Death: __________________________
Exams Missed: __________________________
(Please indicate only courses which you were absent for)
Remarks (if any):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Signature: ____________________________ Date: ____________________________

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