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 to submit a copy of the death certificate to One-Stop @ SAC.

3. Leave of Absence on compassionate grounds will be granted for absence from any examinations within 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: ______________________________________________________

Contact No: _____________________________________________________

Papers Missed: ___________________________________________________

Relationship to Deceased: _________________________________________

Date of Funeral: _________________________________________________

Submit a copy of the death certificate with this form to One-Stop @ SAC latest within 2 working days after end of the examination period.