

Leave of Absence Form (Student)

ICT-S26

Leave Application Date _____

Student ID _____ Student Name _____

Date of Absence from _____ to _____

Reason for Absence (Evidence **MUST** be attached with this application)

Student's Contact Details during Absence period

Phone _____ Mobile _____ Email _____

Address _____

Student signature _____ Date _____

For office use only

Leave may be granted under exceptional circumstances only, and PRISMS will be updated

Manager Administration's Approval	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Rejected
Comments:	
<i>Manager Administration's Signature</i>	<i>Date</i>

Student is advised to attend classes from _____