

<b>INSTITUTE OF CHINESE STUDIES</b>			
Form Title: <b>STUDENT APPLICATION FOR LEAVE OF ABSENCE FORM</b>			
Form Number: <b>FM-ICS-ST-003</b>	Rev. No.: <b>2</b>	Effective Date: <b>8.8.2018</b>	Page No.: <b>1 of 1</b>

<b>SECTION A</b>	
<i>You are required to submit Medical Certificate or relevant supporting document together with this form during the application.</i>	
Name :	Reg. No. :
Intake : (Month) (Year)	Year of study : Year Sem
Programme :	Contact No. :
Leave Applied : (From) to ( ) day(s)	
Reason(s) for Applying Leave:	
Address during Leave:	
Hours of Lecture(s)/Practical(s)/Tutorial(s) missed during Leave:	
Date:	Signature of Student:

<b>SECTION B1</b>		<b>SECTION B2</b>	
Leave :	Recommended / Not Recommended*	Leave :	Approved / Not Approved*
Comments :		Comments :	
Date :		Date :	
Head of Department:		Dean of Institute:	

✂️\*\*\*\*\*

<b>SECTION C – Reply to Student</b>			
Name of student :		Reg. No. :	
Programme :			
This is to inform you that your application for leave of absence from _____ to _____ ( ) day(s) have been / not been approved*.			
Date:		Dean of Institute:	

\* Delete whichever is not applicable