



Application – Leave of Absence

Student Name			
Student Number		Date	
Current address		Contact Number	Home:
			Mobile:
Course Name			

Period of Leave Requested

From		/	/	To		/	/
	<small>First day of leave period Day of the week</small>		<small>Date</small>		<small>Last day of leave period Day of the week</small>		<small>Date</small>

Example: From: Monday 1/1/2015 To: Friday 5/1/2015

Reason for applying leave:

Attached Documents:

Recommendation

Approved by Signature		Position	
I Do / Do Not recommend the above period of leave <small>(* Cross out whichever is not applicable)</small>		Date	

Reason for non-recommendation:
