



**APPLICATION FOR LEAVE OF ABSENCE**

**SECTION 1 : STUDENT AND CONTACT INFORMATION**

\*FIRST NAME \_\_\_\_\_

\*MIDDLE NAME(S) \_\_\_\_\_

\*LAST NAME \_\_\_\_\_

\*I.D. # \_\_\_\_\_ EMAIL \_\_\_\_\_

CAMPUS ATTENDED \_\_\_\_\_

PHONE \_\_\_\_\_ (HOME) \_\_\_\_\_ (MOBILE) \_\_\_\_\_ (WORK)

**SECTION 2 : PROGRAMME INFORMATION**

PROGRAMME REGISTERED \_\_\_\_\_ DATE STARTED      /      /       
mm / dd / yyyy

**SECTION 3 : LEAVE INFORMATION**

REASON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED DATE OF ABSENCE      /      /       
mm / dd / yyyy

EXPECTED RETURN DATE      /      /       
mm / dd / yyyy

**SECTION 4 : SIGNATURE**

\*NAME \_\_\_\_\_ \*SIGN HERE▶▶ \_\_\_\_\_ DATE      /      /       
mm / dd / yyyy

**FOR OFFICIAL USE ONLY**

APPROVED BY \_\_\_\_\_ DATE      /      /       
STUDENT SERVICES CO-ORDINATOR SIGNATURE mm / dd / yyyy

PROCESSED BY THE REGISTRY AND ACTION TAKEN \_\_\_\_\_  
NAME SIGNATURE

**NOTE**

1. The form should be completed in duplicate and submitted so the HOD/Student Services Co-ordinator for approval.
2. Students wishing to rejoin a programme subsequently must submit an Application for Re-Admission form at least two (2) weeks prior to commencement of the course. A processing fee is applicable.
3. PARTICIPANTS WILL BE SUBJECT TO ANY INCREASED TUITION FEES AT THE TIME OF RE-ENTRY.
4. Leave of Absence can be for a period not exceeding one (1) year. After which students will be required to apply for re-admission or an extension of the Leave of Absence.