



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 (HEAD OF DEPARTMENT, SIGNATURE), DATE (mm / dd / yyyy), PROCESSED BY THE REGISTRY AND ACTION TAKEN (NAME, SIGNATURE)

NOTE
1. The form should be completed in duplicate and submitted to the HOD/Programme Co-ordinator for approval.
2. Students wishing to rejoin a programme subsequently must submit an Application for Resumption of Studies 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 resumption of studies or an extension of the Leave of Absence.