



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.