

Application for Leave

Notes:

- No request for leave will be processed until this form is fully completed.
- A medical certificate or supporting documentation are required if requesting leave on medical grounds
- Your Tuition fees must remain up to date
- Keep your contact details with us up-to-date
- Continue to check your emails for any updates

Section 1 : Personal Details

Name		Student ID	
Email		Mobile	
Current Course			
Dates for Leave: From	___/___/___	To	___/___/___
		Total no. of days:	_____

Section 2: Reason for leave

☐ Medical	☐ Travel	☐ Other
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If Other: _____

☐ I have attached Supporting Documents of my request with this application

Section 3: Student Declaration

I, _____, hereby declare that the information contained in this application is true and correct to my knowledge.

Signature		Date	
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Section 4 : Office Use Only

Form Received By		Form Received Date	
Application Outcome: Approved ☐ Declined ☐	Student advised by: Email ☐	Phone ☐	
Update PRISMS: Yes ☐ No ☐	Update SMS: Yes ☐	No ☐	
Staff Signature		Date	