



STUDENT LEAVE NOTIFICATION FORM

INSTRUCTION

- STEP 1: Fill out the form.
 STEP 2: Submit the form together with the proof of your leave of absence to the lecturer(s) of subject(s) affected by the leave and obtain their signature to avoid being marked as absent during your leave.
 STEP 3: Submit the completed and signed form to Admin Dept. Submission shall be made within one week from your last absent date.

INCOMPLETE FORM WILL NOT BE PROCESSED.

STUDENT DETAILS

NAME		PROGRAM	
NRIC / PASSPORT NO.		INTAKE	
STUDENT ID		CONTACT NO.	

LEAVE OF ABSENCE NOTIFICATION

I wish to take leave from _____ to _____ (both dates inclusive)

REASON:

_____ SIGNATURE	_____ DATE
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FOR OFFICIAL USE ONLY

NO	SUBJECT(S)	LECTURER'S NAME	LECTURER'S SIGN