



## STUDENT LEAVE APPLICATION FORM

### INSTRUCTIONS:

1. Students are required to complete this form to obtain approval for leave application
2. Supporting documents e.g. Medical certificate, letter from parents/guardian are needed during the application, approval from teacher/lecturer, booking slip etc
3. The Student Service Centre will inform you of the application result within 1-3 working days upon the date of your application
4. Students who take leave without approval will be considered as absent.
5. **Attendance is a statutory requirement of ICA to maintain the status of a student pass; student MUST**
  - i) Fulfill the percentage of attendance above 90% in any month of the course
  - ii) Not to be absent from class for a continuous period of 7 days or more without a valid reason**For the purpose of computing course attendance to meet ICA's attendance requirements, the school is only allowed to accept medical certificates from Singapore registered doctors as a valid reason for absenteeism. Any other documents are accepted only on a case-by-case basis with full justification. ICA reserves the right to accept or reject these other documents.**
6. All information in this form will be kept confidentially and for internal & ICA use only.
7. **Students are not allowed to purchase a ticket without first obtaining approval for this application.**
8. Unitedworld will not be responsible if student is unable to get a refund for their ticket should this application be rejected.
9. Students **MUST** provide a copy of the air-ticket to the Student Service Centre before departure.
10. Students **MUST** submit their boarding passes to the Student Service Centre upon arrival.

### OTHER IMPORTANT MATTERS:

11. The school will **NOT** provide any supplementary classes for your absence.
12. If a student fails a module as a result of his or her leave application, the school will **NOT** be providing an immediate re-module. The student would have to re-do the module when the module is available during the next academic cycle. The school will not be able to make special provisions when the student may not have the opportunity for a re-module within the approved student pass validity period. The student should bear in mind potential consequences such as the rejection of their student pass during the renewal.
13. If a student misses his/her examinations as a result of his or her application, the school will **NOT** be providing a re-exam. If the student wants to sit for the supplementary exam, he/she must inform the student services department and make payment for the supplementary exam (subjected to approval).

### SECTION A: PROGRAM INFORMATION

Course Title/ ID:

### SECTION B: APPLICATION DETAILS

Name as in Passport: (underline surname)		NRIC/Passport No/Fin No:	
Mobile No:		Student ID:	
Destination:		Email:	

Overseas Contact number and address:



**联众国际学院**  
**UNITEDWORLD**  
INTERNATIONAL ACADEMY

Leave date: \_\_\_\_\_ (DD/MM/YY) to \_\_\_\_\_ (DD/MM/YY)

**Reasons for Leave Application:**

**Documents attached:**

**Remarks:**

I have read and understood the above instructions. I hereby declare that all the particulars furnished by me in this form are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE**

**Received by:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature & Date:** \_\_\_\_\_