



Equistar International College

## Student Leave Application Form

### SECTION 1: STUDENT & LEAVE DETAILS

Name: \_\_\_\_\_

Class Code: \_\_\_\_\_

Date of Absence: FROM \_\_\_\_\_ TO \_\_\_\_\_

Total No. of Days: \_\_\_\_\_

### SECTION 2: REASON FOR LEAVE / ABSENCE

Reason for Leave / Absence:  MC  Others: \_\_\_\_\_

Please elaborate on the reason selected:

NOTE: Please attach any supporting documents that you have together with this form.

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Signature

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Date Submitted

### SECTION 3: REVIEW & DECISION (FOR OFFICIAL USE ONLY)

Please tick the appropriate box.

Leave / Absence Approved

Leave / Absence Not Approved

Remarks / Reasons (If Not Approved):

Reviewed By

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_