



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.

Signature

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 : _____