

APPLICATION FOR LEAVE / HOME LEAVE

V10.01.01.AHL

Submit this form and attach parent's letter of consent to your respective School's Dean/Vice-Dean for approval. Leave application pertains to leave within Singapore; home leave pertains to travel out of Singapore. No flight arrangement is recommended unless the home leave has been approved.

STUDENTS TO COMPLETE:

Student Name (Full name in English & Chinese):	FYIT Student Number:	Fin Number:
Course / English Level:	Type of Leave: Leave / Home Leave *	
Absence Requested for Period		
From: _____ (date)	To: _____ (date)	Total Number of Days Inclusive: _____
<u>Fill in this section only if you are applying for HOME LEAVE</u>		
Method of Travel: _____		Flight No. (if available): _____
Destination Address:		
Contact Tel. No.: _____	Contact E-mail: _____	Contact Fax No.: _____
Reason(s) for Application of Leave (to be accompanied by parent's consent by letter or fax):		
Signature of Student: _____		Dated: _____

FOR ACADEMIC OFFICE USE ONLY:

Classes Missed during Absence Period		
Module / Level	Dates Missed	
Leave Approved / Not Approved *		
If not approved, pls state reason(s): _____		
Approved By: Dean / Vice-Dean	Verified By: Academic Officer	Endorsed By: Vice-Principal (Academic)
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

* Please delete as appropriate

To be returned to Student

REPLY SLIP

Please be informed that your LEAVE / HOME LEAVE * applied from ___/___/___ to ___/___/___ has been

APPROVED / REJECTED *

Reason(s) for Rejection: _____

Important Note:

Students must abide by the rules and regulations of FYIT Singapore as set out in the Rules and Regulations in the FYIT Student Handbook and comply with the attendance requirements by the Singapore Immigration & Checkpoints Authority (ICAS):

- 75% attendance (for Singaporean & Permanent Residents) or
- 90% attendance (for foreign students & Student Pass holders)

Any violation of these rules and regulations can lead to disciplinary measures or even expulsion.

Signed by Dean/Vice-Dean: _____

Date: _____

* Please delete as appropriate