

## Students Leave Application Form

*This form needs to be completed and given in at reception.*

**Please note: Attendance policy will be followed.**

Date		Student ID Number	
Given Name		Family Name	
English Name, if applicable		Programme	Level/Class: _____ Tutor: _____
Contact details	Email: _____ Mobile: _____		
Leave period	From	to	Visa Status _____
Reason	Please provide a detailed reason for your leave application.		
Signature			

*For Office Use Only*

Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
Staff	
Enrolpro	▪ Date Entered: _____ ▪ Entered by: _____