



Preparing the next generation of sports leaders for the industry of tomorrow

PASSION | PURPOSE | PROGRESS

STUDENT'S LEAVE APPLICATION FORM

NOTES:

1. Students who are unable to attend any classes due to valid reasons are required to complete this form and submit it with all supporting documents to the ISA seven (7) days in advance;
2. Students who are absent due to medical conditions must submit this form together with the medical certificates within three (3) days from the date of absenteeism.
3. Any absences without supporting documents will be considered as absent or no show.

Section A: Personal Details		
Student Name:	NRIC/FIN No:	
Course Name:	Student ID:	
Course/Module:	Absent Period	
	From	To
Contact Number during Absence:	Emergency Contact Person during Absence:	

REASON:

☐ Medical Leave ☐ Home Leave

☐ Others: _____

Section B: Applicant's Declaration	
I understand that if I proceed on leave without being granted the approval, it will be considered as absences without valid reasons.	
Signed _____	Date _____

Official Use Only	
Remarks:	
Staff Name / Date received:	Supporting Document(s):
Approved by:	Manager, Student Administration & Operations:
_____ Name / Signature / Date	_____ Name / Signature / Date