**Application for Leave   
Dual Program**

**Notes:**

1. Please submit **a printed copy** of this application form (together with supporting documents, if applicable) to your Dual Program Instructor.
2. If you foresee any dates you have to take leave during the program period, please submit the application in advance. You may apply for multiple dates on the same form.

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| --- | --- | --- | --- | --- | --- | --- |
| **To be completed by the Applicant *(Please choose where appropriate)*** | | | | | | |
| **Student Full Name:** | *(in BLOCK Letters)* | | **Study Aspect:** | | Chem / Lifs / Math / Phy | |
| **DP Student ID No.:** |  | | **Study Level:** | | Pre-Stage / Level 1 / Level 2 | |
|  |  | | **Class:** | | Class 1 / Class 2 | |
|  | | | | | | |
| **Date of Leave:** *(DD/MM/YYYY)* | | | | | | |
| **Reason of Leave:** *(Please choose below where appropriate)* | | | | | | |
| □ Sick Leave  □ School Event/ Competition\*  □ Others\*  *\*Please give details and supporting documents if applicable.* | | | | | | |
| **Parent/ Guardian’s signature:** | |  | | **Date:** | |  |
| **Name of Parent/ Guardian:** | |  | |