

SCHOOL OF BUILDING AND DEVELOPMENT

**APPLICATION FOR LEAVE OF ABSENCE (LOA) DURING
CIRICULUM HOURS**

Please complete the form, attach your supporting document(s) and drop them into the submission box located at Enrolment Counter two weeks before the date of your required LOA.

Name:		NRIC/FIN NO:	
Contact No (Local):		(Overseas):	
Programme/ Class:		Course:	
I wish to apply leave of absence from class	On/From (Date):	To(Date):	
	Time from:	to	
The reason for my application:			

I understand that it is my responsibility to inform SBD and the lecturers concerned of my absence and to catch up with the class work that I have missed.

Student's Signature & Date

For official use only
HD(TAD) / SBD

Recommended Not Recommended

Remarks (if any): _____

Programme Chair () – For your record & approval

Name/Signature & Date

Date: 03 June 11