

# KINGSTON

International College **STUDENT LEAVE FORM**

Ref No. : GD4C4-F10  
Rev No. : Rev 01  
Effective Date : 29 August 2023

## Section 1: Student Particulars

Name : \_\_\_\_\_  
FIN : \_\_\_\_\_  
Class Code : \_\_\_\_\_  
Date of Absence : FROM \_\_\_\_\_ TO \_\_\_\_\_  
Total No. of Days : \_\_\_\_\_

## Section 2: Reasons for Absence

Reasons for Absence  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Please attach any supporting documents you have together with this form and submit it to the Student Services Executive.

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**Date Submitted**

Student who wishes to apply for a Leave of Absence (Depart from Singapore) will have to fill up the form by entering all details.

Please note that the students can only take up to 5 schooling days of LOA.

**Terms & Conditions as below:**

1. Provision of air tickets to home country and from home country.
2. Provision of valid medical certificates or valid and verifiable supporting documents.

Approval will take up to **5 working days from the date of submission**. Attendance Team will be assessing each application and you will be informed once your completed form has been approved or rejected through your email.

If you have any queries, please contact Student Attendance Team at [studentservices@kingston.edu.sg](mailto:studentservices@kingston.edu.sg)

## Section 3: Approval (For Official Use Only)

Please tick the appropriate box.

- Absence Approved
- Absence Not Approved (If so, reason: \_\_\_\_\_)

Approved by : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_