



# Student Leave Form

This form is to be completed by students wishing to apply for leave. Please complete all the sections below and ensure this form is signed off by the Department Head for Student Services and Admissions with attached supporting documents.

First Name:		Last Name:	
Course Name:		Student ID:	
Email:		Mobile:	

<b>Period of Leave</b>			
First day of leave		Last day of leave	
Number of Days			

Reason for Leave
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\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Department Head for Student Services  
 and Admissions Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date