



## Leave of Absence Form

### Student details

First Name (s):		Family Name:	
Student ID:		Date of Birth:	/ /
Email:		Phone Number:	

### Course Details

Course Name:	
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### Leave of Absence

No. of days absent:	
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### Reason for Leave of Absence

Student Signature:		Date:	/ /
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**Note**

- If the leave of absence request is approved, the student will receive an email.
- If the leave of absence request is denied, the student will receive an explanation of the decision from the Admissions Office.