

STUDENT LEAVE/DEFER REQUEST FORM – ALL COURSES

Please complete the first section and give this form to The Director of Academic Programs.

You cannot take this leave without signed approval

Family Name: _____ First Name: _____ English name: _____

Student ID#: _____ Course: AEP FP Dip Com Dip Sc

Email: _____

Are you under 18? : YES NO

Are you in Homestay? : YES NO

Details of Leave: Leave Deferment

Number of Days: _____ Commencing: _____ Returning: _____

Reason for Leave: _____

Student Signature: _____ Date: _____

(If approved, you must report to the Director of Academic Programs as soon as you return to College)

Approval: YES NO

Comments: _____

Director of Academic Programs' Signature: _____ Date: _____

(Director of Academic Programs to notify all of the student's teachers)

(If student is in Homestay, Director of Academic Programs to notify the Accommodation Coordinator)

Office Use only

- Enter 'on leave' into StudyGlobal attendance and add 'note' in StudyGlobal
- Student returned from special leave and reports to Director of Academic Programs
- Director of Academic Programs sends Form to Support Services Manager on return
- Scan and upload this document to StudyGlobal

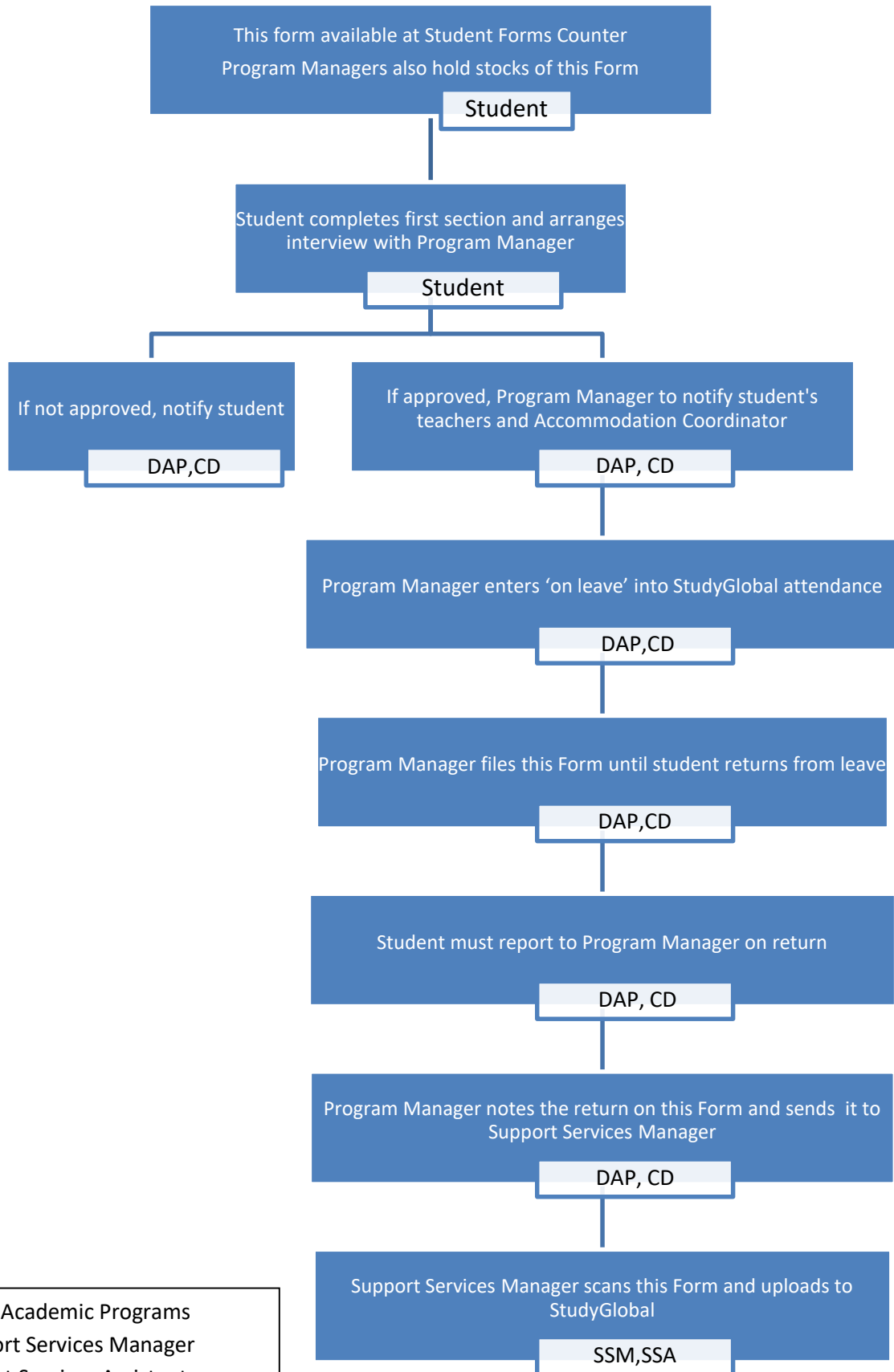
DEFERRAL

- DAP to notify Registrar, Academic Administrator, teachers
- Registrar to amend CoE and advise Bursar

Support Services Manager: _____

Date: _____

STUDENT LEAVE REQUEST FORM (2 part Form)



DAP= Dir of Academic Programs
SSM= Support Services Manager
SSA= Student Services Assistant
CD = Campus Director