

## APPLICATION FOR LEAVE OF ABSENCE

I wish to apply for leave of absence.

Note: For the purpose of computing course attendance to meet ICA's attendance requirements, the school is only allowed to accept medical certificates from Singapore registered doctors as a valid reason for absenteeism. Any other documents are accepted only on a case-by-case basis with full justification. ICA reserves the right to accept or reject these other documents.

Date(s) applied for	
Reason (please submit documentary supporting where appropriate)	
Name of student	
Signature & date	
Course	
Contact no.	

### FOR OFFICE USE

Noted by:
Signature & date
Approved by:
Signature & date