



## APPLICATION FOR APPROVED LEAVE

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

Student ID Number: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Last Class Attended: \_\_\_\_\_

Leave Effective from: \_\_\_\_\_

Re-commence classes: \_\_\_\_\_

**Reason for Leave (documentation MUST be provided to support this application):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Office Use Only*

Application approved by HOS/CC: \_\_\_\_\_ Date: \_\_\_\_\_

Accounts Department notified: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by Registrar & Fee-Help Administrator notified (if applicable):  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admissions updated PRISMS & database & sent confirmation letter:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_