

## Submission of Medical Leave / Application for Leave of Absence (LOA)

**NOTE:**

1. MC must be submitted within **48 hours** from the last day of medical leave. Students are required to bring along original MC for verification.
2. Application for LOA must be submitted **at least 2 weeks before** the commencement date of such leave applied for.
3. This form is not applicable for students applying for deferment.

**Part A: To be completed by student**

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

Tel: \_\_\_\_\_ (Home) \_\_\_\_\_ (Off) \_\_\_\_\_ (HP)

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

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

**Please tick ✓ accordingly**

I wish to apply for MC from class \*on/from: \_\_\_\_\_ to \_\_\_\_\_

Name of Clinic : \_\_\_\_\_

Certificate No. : \_\_\_\_\_ Issued on: \_\_\_\_\_

I wish to apply for LOA from class \*on/from: \_\_\_\_\_ to \_\_\_\_\_

Reasons *(please attach relevant document to support your application)*

The period of MC/LOA coincides with the assessment test : Yes/No\*

**I understand that it is my responsibility to inform my trainer(s) concerned of my absence and to follow-up with the class work that I have missed.**

\_\_\_\_\_  
Name & Signature of Student

\_\_\_\_\_  
Date

