

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: _____

Module Name: _____

Intake: _____

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

