

- This form is used to apply for leave of absence of course conducted by Professional & Adult Continuing Education (PACE) Academy.
- This form may take you 5 minutes to fill in. The data provided to Singapore Polytechnic will be kept strictly confidential and be used for the purpose of application for leave of absence.
- Please submit the completed form and the **ORIGINAL documentary proof** to PACE Academy, Singapore Polytechnic

Name of Participant (As in NRIC/FIN/Passport)			
NRIC/FIN/Passport No.		Student ID	
Contact Number		Email	
Address			
Course			
Modular Certificate		Class	
I wish to apply for Leave of Absence from class / examination / continual assessment*			
From Date		To Date	
From Time		To Time	
During this period, I am scheduled for			
For Module(s)			
Reason(s) for Absence			
Supporting Documents for Absence	<input type="checkbox"/> Employer's Letter <input type="checkbox"/> Medical Certificate <input type="checkbox"/> Others If Others, please specify:		

Declaration

I certify that all information provided in this leave of absence form is correct.

Signature of Applicant: _____

Date: _____

For Official Use			
Received by		Date	
Remarks			
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
_____ Manager PACE Academy		_____ Date	