



## STUDENT LEAVE APPLICATION FORM

**NOTES**

1. With regard to the Regulations for Leave of Absence, please refer to the sections on \_\_\_\_\_ in the latest Student Handbook.  
 2. The University reserves all rights and privileges in amending and explaining the above regulations.

**I. PARTICULARS OF STUDENT**

Student Name \_\_\_\_\_ Student No.  -  -   
 Faculty \_\_\_\_\_ Program \_\_\_\_\_ Major \_\_\_\_\_ Year, Semester \_\_\_\_\_

**II. APPLICATION FOR LEAVE**

Courses applied for Leave				Details for Leave			FOR OFFICE USE ONLY			
							/ Signed by Staff of Faculty /DGE		Signed by Dean / DGE Officer	
Course Code	Course Title	Class	Teacher	Date of Leave (YYYY/MM/DD)	Reason for Leave	Relevant Documents	Agreed	Disagreed	Approved	Rejected
				/ /						
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- Remarks 1. Two separate application forms should be completed and submitted respectively if both Faculty courses and DGE courses are involved.  
 2. Students will be notified of the results via MUST Webmail within 3 working days from receipt of all required documentation.

\_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY			
Faculty/ DGE Office _____	<input type="checkbox"/> Student has been notified of results by email <input type="checkbox"/> ( ) <input type="checkbox"/> (Approved) Lecturer has been notified of results by email	Authorized Signature _____	Date _____
		Authorized Signature _____	Date _____