



## APPLICATION FORM FOR LEAVE OF ABSENCE

Please complete all the items in this form and return the form to the School's General Office. A fresh application form is to be completed each year before the next academic year.

### (A) Particulars of Child

|  |   |
|--|---|
| Name:  | Name in Chinese Character<br>(if applicable): |
| Nationality: Singapore Citizen / Permanent Resident* | Gender: Male / Female*                        |
| BC No. / NRIC No.:                                   |   |
| Date of Birth: Day _____ Month _____ Year _____      |   |
| Programme: ASD / MLD                                 | Class:  |

*\* Please delete accordingly*

### (B) Particulars of Parents

|                    | Father | Mother            |
|--------------------|--------|-------------------|
| Name:              |        |                   |
| NRIC No.:          |        |                   |
| Nationality:       |        |                   |
| Occupation:        |        |                   |
| Singapore Address: |        |                   |
| Singapore Tel No.  |        | Singapore Fax No: |
| Foreign Address:   |        |                   |
| Foreign Tel No:    |        | Foreign Fax No:   |
| E-Mail Address:    |        |                   |

**(C) Application for Leave of Absence from school**

|  |                 |
|--|-----------------|
| Reason for the application: (Please attach supporting documents)   |                 |
| <input type="checkbox"/> Overseas posting <input type="checkbox"/> Business <input type="checkbox"/> Company related training <input type="checkbox"/> Child's psychological state |                 |
| <input type="checkbox"/> Child's Health <input type="checkbox"/> Others: _____   |                 |
| Application for this calendar year is for the period from _____ to _____   |                 |
| <b>If going overseas:</b>  |                 |
| Estimated period of stay overseas is from _____ to _____   |                 |
| Name of School Overseas (if available):  | Year Attending: |

*\* Please delete accordingly*

**(D) Declaration By Parent**

|   |       |
|---|-------|
| <b>1. I am aware of all the conditions and terms regarding the Leave of Absence Scheme.</b>   |       |
| <b>2. I understand that I will need to re-apply for my child's Leave of Absence status by November each year for the following year, together with payment.</b> |       |
| _____   | _____ |
| Name and Signature of Father / Mother   | Date  |

**(E) For Official Use:**

|  |       |
|--|-------|
| This application is approved / not approved* for the period (max of 12 mths in a calendar year): |       |
| _____  |       |
| The amount of fees to be paid for period of absence is \$ _____                                  |       |
| _____  | _____ |
| Signature of Principal   | Date  |

*\*Please delete accordingly*

**Note:**

1. The monthly school fees for
  - a. ASD Programme : \$200.00
  - b. MLD Programme : \$20.00.