

## APPLICATION FOR LEAVE OF ABSENCE

### INSTRUCTIONS:

1. This form is to be completed to obtain approval for absence from class.
2. In the event that prior approval cannot be obtained, completed forms must reach the PSB Academy **within 5 working days**.
3. Supporting documents (e.g. medical certificate, etc.) must be attached. **ONLY** medical certificates that are issued by registered general practitioners or specialist with the Singapore Medical Council will be accepted.
4. **Student's attendance will be considered as present if approval is granted** and vice-versa.
  - For students under Funding Schemes, absenteeism with valid reasons will **NOT** constitute as a "present" factor for grant purposes. However, it will be considered in their own merit for examination eligibility.
5. Please be reminded that in accordance to ICA regulations, **all student's pass holders:**
  - **Are required to fulfil a monthly attendance of more than 90%**
  - **Would not fail to attend classes continuously for 7 days or more without any valid reasons**
6. **Full time, non-student's pass holders and part time students in PSB Programmes are required to achieve 75% attendance for each module, in order to be eligible to sit for examination.**
7. This slip will be returned to you upon confirmation.

<b>SECTION A: COURSE DETAILS</b>			
Course Title		Course Code	
Module Title			
<b>SECTION B: PARTICIPANT DETAILS (*Please delete accordingly)</b>			
Name		NRIC/FIN/Passport	
Email Address	Handphone No.	Home Tel No.	
Address		Postal Code	
Date of Absence From		To	
Time of Absence From		To	
<b>Reasons for Absence</b> (Please tick accordingly)			
<input type="checkbox"/> Medical Grounds (attach medical certificate)			
<input type="checkbox"/> Others (specify below and attach details)			
I declare that the information given is true and accurate to the best of my knowledge and I have not willingly suppressed any information.			
_____		_____	
Signature of Student		Date	

<b>FOR OFFICIAL USE ONLY – ACKNOWLEDGEMENT</b>	
Your request for authorised leave of absence is:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved. Attendance will be marked as zero / absent.	
Remarks (if applicable):	
_____	
Approving Officer's Name and Signature	
_____	
Date	

NB: All information provided are treated with strictest confidentiality and are meant for internal use only.