PIONEER COLLEGE

STUDENT LEAVE REQUEST FORM

1. STUDENT DETAILS

Name:		Student ID:	
Email:		Mobile:	
Current Course:		Intake:	

2. REQUEST DETAILS *(fill in the relevant details and provide supporting documents as required)*

I wish to request for leave for the following dates:

Leave start Date:	
Return Date:	
Reason:	

Supporting Documents	1. 2. 3. 4. 5.	6. 7. 8. 9. 10.

☐ *I acknowledge the details and supporting documents I provided above are correct and genuine.*
☐ *I understand and am aware that by taking this leave, it may affect my attendance, grades, student visa and other student obligations.*
☐ *I take full responsibility of the consequences of my actions during my absence.*

Student's Signature:		**Date:**	

Received By: (Print Name)		Date:	

Approved By: (Print Name)		Date :	