

APPLICATION FORM FOR LEAVE OF ABSENCE SCHEME

Please complete all the items in this form and return the form to the principal of the school where the application is made. A fresh application form is to be completed each year before the next academic year.

(A) Particulars of child

Name:	Male/Female*	Name in Chinese Character: (if applicable)	
Alias (if any):	Nationality: Singapore Citizen/Permanent Resident*		
BC No/ NRIC No:	Date of Birth:	Day	Month Year
School currently attending/ last attended in Singapore*:		Level:	Year:
Name of School Overseas (if available):		Level:	

**Please delete accordingly*

(B) Particulars of Parents

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

http://www.moe.edu.sg/esp/eduinfo/leave_application.htm

(C) Application for Leave of Absence from school

Reason for the application (Eg. Posting/Business/Training)		
Estimated period of stay overseas is from	_____	to _____
	DDMMYY	DDMMYY
Application for this year is for the period from	_____	to _____
	DDMMYY	DDMMYY

(D) Declaration By Parent

1. I am aware of all the conditions and terms regarding the Leave of Absence scheme.	
2. I understand that I will need to reapply for my child's Leave of Absence status for the following year in November each year.	
_____	_____
Name and Signature of Father/Mother	Date

(E) For Official Use:

This application is approved/ not approved for the period ____ (mth) to ____ (mth) ____ (yr)		
The amount of fees to be paid for period of absence is \$ _____.		
_____	_____	_____
Name and Signature of Principal	Name of School	Date