



STUDENT LEAVE APPLICATION FORM (For Undergraduate Programs only)

Please read the notes overleaf before completing this form.

Please use capital letters

PARTICULARS OF STUDENT

Name in Chinese (as printed on ID) _____ () Name in English (as printed on ID) _____ () Student No. _____ - _____

Contact No. _____ Email Address _____

Program Bachelor of Business Administration Bachelor of International Tourism Management Major _____

APPLICATION FOR LEAVE IN CLASSES LISTED BELOW

Course Code	Course Title	Class	Lecturer	Date of Leave			
				Date From (dd/mm/yyyy)	Date To (dd/mm/yyyy)	Time From (hh:mm)	Time To (hh:mm)

Leave Period (/ / Day/Month/Year) To (/ / Day/Month/Year) Reason

(Supporting documents are required for all kinds of application of leave, please read overleaf for details.) Document Attached Medical Certificate Others / Please Specify _____

Personal Declaration

SCHOOL OF CONTINUING STUDIES

Student has been notified of the result by email.

Lecturer has been notified of the result by email.

Signature of Staff _____ Date _____

- a. I II
- b.
- c.
- d.
- e.

30% “ T”

Notes

1. Application for leave should follow the procedures as specified below:
 - a. Complete Section I and II of this form.
 - b. For personal leave, students must notify the SCS in advance by submitting the duly completed leave application form, together with relevant certification.
 - c. A student who is absent, owing to sickness or other unexpected circumstances, has to inform the SCS immediately and submit leave application within two working days once returned to class from leave.
 - d. The medical certificate should be issued by the official medical institutions or registered medical doctors.
 - e. The application will NOT be accepted if such application is overdue and/or supporting documents are not provided.
2. The SCS will notify the student about the approval result by email.
3. According to the Student Handbook, Sections on “Rules and Regulations on Studies” about Attendance/Absence, “a grade of “T” will be recorded if such absenteeism exceeds 30% of the total class hours (including absence with or without approval). As a result, the student will NOT be permitted to attend the examination for that course and must retake it to obtain credits for that specific course”.
4. With regards to the Rules and Regulations for Attendance/Absence, please refer to the latest Student Handbook, Sections on “Rules and Regulations on Studies”.
5. All matters and disputes will be subject to the final decision of the University.
6. The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.