

**APPLICATION FOR SCHOOL LEAVE**  
**学生休假申请表**

**Instructions:**

1. This Application for School Leave Form must be fully completed and submitted to the school by hand or email: [studentservices@insworld.edu.sg](mailto:studentservices@insworld.edu.sg).
2. If the student is below 18 years of age, the form **must be signed** by either the parent or guardian.
3. The application is subject to approval and the student may be requested to submit additional documents.
4. \*please circle as appropriate

<b>Name of Student</b> 学生姓名	
<b>*Course</b> *课程名称	EAS      EITP      IGCSE      IAL Other (please specify):
<b>Number of Days Applying</b> 申请天数	
<b>Date(s) Applying</b> 申请日期	
<b>Reason</b> 请假事由	

I take all responsibility for any possible problems encountered by \*me/my child's/my ward's  
我将承担因为学生的缺勤所造成的一切问题的责任（如：缺课、移民厅问题等）  
absences from school (ie:- missed lessons, immigration problem).

\_\_\_\_\_  
Student's Signature

学生姓名和签名

Date 日期:

\_\_\_\_\_  
Name and Signature of \*Parent/Guardian:

\*父母/监护人姓名和签名

Date 日期:

<b>For Office Use</b>	
This Application for School Leave is: <input type="checkbox"/> approved <input type="checkbox"/> not approved.	
Remark (if any): .....	
.....	
.....	
_____ Signature of Approving Officer	
Name:	
Designation:	Date: _____