

## LEAVE APPLICATION FORM

<b>Name:</b>		<b>Student ID:</b>	
<b>Course:</b>			
<b>Lecturer:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Email:</b>		<b>DOB:</b>	

*DNA Kingston Training does not encourage students to take leave outside of scheduled holiday periods will only approved leave under compassionate or compelling circumstances. This is at the discretion of the Director and the International Manager. Please provide supporting documents with your application, such as medical certificates. Please note, leave confirmation is not conditional, until you have received an approval letter from the college. Students who take leave without this approval letter being issued will be marked as absent, which may affect course progress and may risk visa conditions. Please ensure you speak with your International Manager or Student Support Services.*

Reason for Leave: \_\_\_\_\_

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<b>Student signature:</b>		<b>Date:</b>	
<b>Guardian Signature</b> (if student is under 18 years of age):		<b>Date:</b>	
<b>Guardian Name:</b>			

Office use only:

Received by (Staff Member): \_\_\_\_\_ Date: \_\_\_\_\_