



# EASTWEST ACADEMY

(Registered with the Committee for Private Education is part of SkillsFuture Singapore )

(Reg No: 200923609C)

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## STUDENT'S LEAVE FORM

To be filled in by Students			
Name of Applicant			
Student Number		Mobile	
Student's Pass Number (if any)		Home Phone Number	
NRIC/Passport/Fin No.		E-mail Address	
Course Title			
Leave applied			
Total Number of Days Leave Applied for			
Address Overseas			
Contact Number when Overseas			
Reason(s) for leave Application (Please attach documentary proof)			
Signature			
Date			
For Office Use			
Status of Application*	Approved or Rejected		
Reason (s) for Rejection			
Signature of Approving Officer			
Name of Approving Officer			
Date			

\* Circle accordingly

NB. *International students must take note that they need to meet ICA's requirement of attendance not falling below 90%*

NB. *Local students must take note that they need to meet EWA's requirement of attendance not falling below 80%*