

HFSE International School

223 Mountbatten Rd, #01-08, Singapore 398008
CPE Registration No. 201541283N
Registration Period: 26 March 2021 – 25 March 2025

+65 6451 0080 HFSE International School <https://hfse.edu.sg> enquiry@hfse.edu.sg



APPLICATION FOR LEAVE OF ABSENCE

I wish to apply for leave of absence.

Note: For the purpose of computing course attendance to meet ICA's attendance requirements, the school is only allowed to accept medical certificates from Singapore registered doctors as a valid reason for absenteeism. Any other documents are accepted only on a case-by-case basis with full justification. ICA reserves the right to accept or reject these other documents.

Date(s) applied for	
Reason (please submit documentary supporting where appropriate)	
Name of student	
Signature & date	
Course	
Tel no.	

FOR OFFICE USE

<u>Remarks by Officer-in-Charge</u> _____ Signature & date
<u>Remarks by Counter-signing Officer</u> _____ Signature & date