

APPLICATION FORM FOR LEAVE OF ABSENCE

Please complete this form and return it to the school where the application is made.

(A) Particulars of child

Name:	Gender : Male / Female*
Nationality: Singapore Citizen / Permanent Resident*	BC No/NRIC/Entry/Re-Entry Permit*:
Date of Birth: Day _____ Month _____ Year _____	
School currently attending in Singapore:	Level & Stream:
	Year Attending:
Name of School Overseas (if available):	Level:

**Please delete accordingly*

(B) Particulars of Parents

	Father	Mother
Name:		
NRIC No/Entry/Re-Entry Permit*:		
Nationality:		
Occupation:		

**Please delete accordingly*

(C) Contact information

Parent's Contact Details (Compulsory)	
Overseas Correspondence Address:	
Overseas Tel No:	Overseas Fax No:
Email Address:	
Local Contact Details (To be completed <u>ONLY</u> if you wish to direct LOA correspondence to a local address)	
Name of contact person in Singapore:	
Singapore Correspondence Address:	
Singapore Contact No:	
Email Address of contact person:	

(D) Application for Leave of Absence from school

Reason for the application <i>(Please attach supporting documents)</i> : Overseas Posting / Business / Company related training*
Estimated period of stay overseas is from _____ to _____ (DDMMYY) (DDMMYY)
Application for this calendar year is for the period from _____ to _____ (DDMMYY) (DDMMYY)

**Please delete accordingly*

(E) Declaration By Parent

<ol style="list-style-type: none">1. I accept all the conditions and terms regarding the Leave of Absence Scheme (LOA).2. I understand that I will need to re-apply for my child’s Leave of Absence status by November each year for the following year, together with the LOA fees.3. I understand that all LOA correspondence will be sent to my overseas correspondence address, unless otherwise stated and I should inform the school promptly of any changes to my contact information. <p>_____ Date</p> <p>Name and Signature of Father/Mother*</p>
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(F) For Official Use:

This application is approved/not approved* for the period (max 12mths in a calendar year): _____ (mth) to _____ (mth) _____ (yr)
The amount of fees to be paid for period of absence is \$ _____
_____ Name and Signature of Principal
_____ Name of school
_____ Date

**Please delete accordingly*

- Note:**
1. As a guide, the annual fee for primary schools will be at least \$33, for secondary schools at least \$48 and junior colleges/centralised institute at least \$66.
 2. For LOA periods of less than a year, the annual LOA fee should be pro-rated accordingly.