

TEMASEK POLYTECHNIC
TEMASEK HUMANITIES & SOCIAL SCIENCES SCHOOL

Application for Leave Of Absence (LOA)

- This form is NOT for submission of Medical Certificate (MC).
- This form must be submitted personally to the Careperson or HSS General Office during office hours, **at least 1 week in advance** before your date of absence; or immediately after your date of absence for emergency cases.
- Please attach relevant supporting documents.
- You do not need to complete this form for participation in TP official events. Please give your name to the staff-in-charge of the event.

Name:			Admission No:		
Careperson:			Course:	Year: 1 / 2 / 3	Class:
Reason(s) for Absence:			Contact No		
			Mobile:		
From (date & time)	To (date & time)	No. of day/s (if applicable)	Home:		

I will be / was absent from the following classes / activities (use another form if insufficient space):

Subject / Activity	Tutor in-charge	Date	Time	
			From	To
1.				
2.				
3.				
4.				
5.				

Signature of student:	Date:
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FOR OFFICIAL USE ONLY

Careperson's Signature	Date	Recommended / Not Recommended	Reasons / Remarks
Course Manager's <u>Name Stamp</u> & Signature	Date	Approved / Not Approved	Reasons / Remarks

Data entry Officer's Name	Date & Time of data entry	Remarks
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