

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 *(Please attach supporting documents)*:

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

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.

Name and Signature of Father/Mother*

Date

(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
Date

Name of school

**Please delete accordingly*

Note:

1. For LOA periods of less than a year, the annual LOA fee should be pro-rated accordingly.
2. Revised fee guidelines for the Leave of Absence (LOA) Scheme, **effective from 1 January 2013**, annual fee for primary schools will be at least \$39.00.