

**APPLICATION FOR SCHOOL LEAVE**  
**学生休假申请表**

**Instructions:**

1. This Application for School Leave Form must be fully completed and submitted to the school by hand or email: [studentservices@insworld.edu.sg](mailto:studentservices@insworld.edu.sg).
2. If the student is below 18 years of age, the form **must be signed** by either the parent or guardian.
3. The application is subject to approval and the student may be requested to submit additional documents.
4. \*please circle as appropriate

|  |  |
|--|--|
| <b>Name of Student</b><br>学生姓名         |  |
| <b>*Course</b><br>*课程名称                | EAS      EITP      IGCSE      IAL<br>Other (please specify): |
| <b>Number of Days Applying</b><br>申请天数 |  |
| <b>Date(s) Applying</b><br>申请日期        |  |
| <b>Reason</b><br>请假事由                  |  |

I take all responsibility for any possible problems encountered by \*me/my child's/my ward's  
我将承担因为学生的缺勤所造成的一切问题的责任（如：缺课、移民厅问题等）  
absences from school (ie:- missed lessons, immigration problem).

\_\_\_\_\_  
Student's Signature

学生姓名和签名

Date 日期:

\_\_\_\_\_  
Name and Signature of \*Parent/Guardian:

\*父母/监护人姓名和签名

Date 日期:

|  |             |
|--|-------------|
| <b>For Office Use</b>  |             |
| This Application for School Leave is: <input type="checkbox"/> approved <input type="checkbox"/> not approved. |             |
| Remark (if any): .....   |             |
| .....  |             |
| .....  |             |
| <p>_____<br/>Signature of Approving Officer</p>  |             |
| Name:  |             |
| Designation:   | Date: _____ |