

## Leave of Absence during Term

Leave is not permitted after the commencement of the course, unless under exceptional circumstances.

Applications must be made in writing to the Course Administrator. Students must state their reasons for the leave of absence and their understanding of the impact on their course of studies.

The teachers and the student will work together to minimise the impact of any leave on the students' studies and to resolve any academic issues.

Students must complete the Application for Leave of Absence form (AGI-SS-FRM-018), available at the Admissions & Student Management office or reception. The student can only go on leave after the approval has been given by the Department Head - Admissions & Student Management. For non-approved cases and the student proceeds to go on leave, attendance will be taken as 'Absent without Valid Reason'.

International students should refer to the relevant rules and regulations set by the Immigration and Checkpoint Authority (ICA) governing leave of absence for student pass/visa holders; and may only be permitted to take a leave of absence (and return home) in the case of bereavement, medical reasons or circumstances beyond their control.

Should an International Student take leave of absence for more than one week, Amity is required to report such students as being in breach of his/her student visa conditions, for non-attendance.

Students who take medical leave are required to submit the original copy of the medical leave attached to the Application for Leave of Absence form within the next 3 working day from when the medical leave ends.

Students are advised that even where leave is granted, their attendance or certification for examinations (where relevant) may be affected. Students who take leave without notifying the school will be considered as 'Absent Without Valid Reason'.

## Leave with Valid Reasons

### • Medical Leave

A student may apply for medical leave, including medical leave issued by a dentist if:

- The student has informed or attempted to inform the school of his/her absence within 48 hours. Otherwise, the student will be deemed to be absent from school without permission or reasonable excuse leading to absence without valid reasons.
- The medical leave is to be certified to be by a Singapore registered doctor. In case the student has been treated in overseas country, the doctor issuing the medical certificate shall be registered doctor by the local government authority.

The number of days of a student may be absent with medical reasons depends on course duration and is indicated as below

Course Duration	Outpatient Non-Hospitalisation Leave (days)	Hospitalisation Leave (days)*
2 months	4	10
6 months	12	30
8 months	16	30
12 months	24	45
More than 12 months	24 days per year and is pro-rated where applicable	45 days per year and is pro-rated where applicable

\* A student is deemed to be hospitalised if he/she is certified by a doctor to be in need of hospitalisation. He/she does not necessarily have to be warded in a hospital.

\* Without the medical certificate, both Outpatient Non-Hospitalisation Leave and Hospitalisation Leave will be deemed as leave without valid reasons.

\* Leaves cannot be brought forward to the next academic year.

### • Compassionate Leave

This leave is to allow an aggrieved student adequate leave of absence to allow him/her to attend to funeral arrangements for his/her beloved ones. The quantum of such leave of absence is dependent on the relationship of the deceased to the student on the occasion of death of a member of his/her 'immediate family' or 'close family'.

For this purpose, 'immediate family' shall be defined as parents, student's legal spouse, children and parents-in-law.

'Close family' shall include immediate siblings like brothers, sisters and grandparents.

Quantum of Compassionate Leave	
Death of member of a student's Immediate family	7 days
Death of member of a student's close family	3 days

The student shall be required to produce documentary evidence in support of his/her application for compassionate leave. Such documentary evidence shall be produced to the Admissions & Student Management department not later than three (3) days after such leave has been taken.

If it is subsequently found that such evidence is invalid or a misrepresentation of the facts in any whatsoever, the school will take disciplinary action against the student concerned and the leave so taken recorded as absent without valid reasons.

- **Marriage Leave**

Amity rejoices with its students on the grand occasion of his/her marriage and in order to allow students adequate time to prepare for such marriage arrangements, the School's policy on Marriage Leave is extended to students on their first legal marriage.

Quantum of Marriage Leave	
All categories of students irrespective of their course	3 days

A student who intends to marry may apply for such leave to Admissions & Student Management department by completing a leave application form, at least one month before the impended date of marriage. Documentary evidence if available should be produced.

- **Absence due to Work Matters including Travel (applicable to only part time students)**

Amity understands that the working adults may have problems related to travelling during the period of scheduled classes. Work leave will be provided on the following quantum:

Course Duration	Work Leave (days)
2 months	4
6 months	12
8 months	16
12 months	24
More than 12 months	24 days per year and is pro-rated where applicable

Note : This applies to only to Part-Time students.

Absence of leave should be provided with relevant documents where possible including travel details, letter from the company.

- **NS Reservist Training Leave**

Male Students on NS Reservists Training shall be entitled to the leave provided they submit the documentary evidence to at least 2 weeks before the date of training to the Admissions & Student Management department.

NS Reservist Training	
Male Student who has served NS (National Service) irrespective of their course	Duration as specified by SAF & Home Team