Leave of Absence during Term

a) Leave is not permitted after the commencement of the Course unless for students with valid reasons.

b) Applications must be submitted online through leave application form with supporting documents.

c) The teachers and the Student will work together to minimize the impact of leave of absence on the students' studies and resolve any academic issues.

d) Students must complete the Leave Application form online.

e) International students have been briefed by the Student Services Department and 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.

f) Students who take medical leave must submit the copy of the medical leave attached to the Leave Application form within the next three working day from when the medical leave ends.

g) Students are advised that their attendance or certification for examinations (where relevant) may be affected even where leave is granted. Students who take leave without notifying the School will be considered as 'absent without valid reason'.

h) Student Pass holders who are absent without reason for 7 consecutive days is liable to have their student pass cancelled.

Leave of Absence

All students must apply for Leave of Absence (LOA) through the Student Portal.

- **Accepted Types of Leaves, Qualifying Circumstances and Evidences**

  Except as provided under the Exceptional Approval of Leave of Absence section, Course Administrators / Student Services may only approve LOA applications that are supported by the required documentary evidence and fall within the allowable limits as follows:

Type of Leave	Qualifying Circumstances	Required Supporting Document(s)
Medical Leave	Student is medically unfit for classes	Medical Certificate issued by registered medical practitioners in Singapore (including TCM practitioners). The MC must clearly state the dates and/or duration of leave.
Hospitalization Leave	Student is hospitalized	Hospital discharge summary stating the dates and/or duration of hospitalization.
Compassionate Leave	Death of immediate family member (parents, siblings, grandparents, spouse, children)	Death Certificate
Compassionate Leave (End-of-Life)	Immediate family member (parents, siblings, grandparents, spouse, children) in the final stage of life	Doctor's letter stating the patient is in the final stage of life
Leave (Work-Related Leave)	Official work commitment	Company letter (on company letterhead with company stamp) specifying leave duration
Leave (NS Reservist Leave)	ICT / National Service call-up	ICT Call-up / SAF100 notice letter
Any other reasons – will be subjected to approval (Refer to Exceptional Approval of Leave of Absence section below)	Any leave request not in the outlined table above, will need to submit with relevant documents. Such LOA will be reviewed and subjected to approval by Senior Manager and above of Student Services.	All relevant documents

Note: Supporting documents other than those listed above will not be accepted, unless approved as per Exceptional Approval of Leave of Absence section. Submission of forged or fake documents (including MCs) will result in immediate expulsion.

- **Duration Limits**
  - Each student is allowed a maximum of five (5) days of approved LOA per calendar month (except for NS Reservist leave, and unless exceptional approval).
  - Each individual application may be approved for a maximum of three (3) consecutive days of LOA (except for NS Reservist leave, and unless exceptional approval).
- **Application and Approval Procedure**
  - Applications must be submitted via the Student Portal.
  - Normal cases: Submit at least 5 days in advance.
  - Emergency cases: Submit within 3 working days after the absence.
- **Exceptional Approval of Leave of Absence**

  In exceptional cases, an LOA application submitted through the Student Portal that does not meet the requirements above (including type of leave and duration limit) may be granted as an exceptional approval. Exceptional approval shall only be granted where all the conditions below are met.

1. Eligibility Criteria	All of the following must be met: a. The circumstances are valid and genuine, beyond the student's reasonable control, and could not reasonably have been avoided or rescheduled; and b. The application is supported by credible and verifiable documentary evidence
2. Exclusions	Exceptional approval shall not be granted for: a. Holidays, personal travel, social events or other non-urgent personal matters; and b. Any absence related to employment for STP Holders