Asia University Student Group Official Leave Application Form

Date:

Department/class	Student name	Student ID No.	Cause of official leave (Supporting papers)	Leave duration (Please specify 1 or 2 classes)
				From (date) (class) To (date) (class)

Accordance	Article ___ of the University's Students' Leave Policy				
Recommending person		Opinion from Life Guidance Section chief		Decision of the Director of the Students Affair Office	
Remark	1. This form is applicable only to group official leave application. 2. This form is to be filled out by the recommending person and submitted to the Life Guidance Section of the Students Affair Office, where the form will be forwarded to the Director of the Students Affair Office for decision.				