

### Asia University Student Leave Application (common leave)

Type of leave:  Study  Assembly (group activity) Student's contact phone no. (mobile): \_\_\_\_\_ Application date: \_\_\_\_\_  
 Apply for registration leave and exam leave at the Teaching Affairs Department.

Type of leave	<input type="checkbox"/> Personal ( <input type="checkbox"/> Wedding <input type="checkbox"/> Funeral) <input type="checkbox"/> Sick ( <input type="checkbox"/> Menstruation)	Department /class	Student ID No.	
Name		Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Other _____	
Date / class		Subject name		Subject teacher's signature
From (date) (class) To (date) (class) And From (date) (class) To (date) (class) Total (class)				

Remark: 1. Leave application requires evidence for approval  
 2. Subject teacher shall have the authority for granting common leave up to 1 week  
 3. After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department.  
 2014. 08. 01

**1<sup>st</sup> Copy for LGS**

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 2014. 08. 01

**2<sup>nd</sup> Copy for Subi. Teacher**

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 2014. 08. 01

**3<sup>rd</sup> Copy for Student**