

**CHIJ ST NICHOLAS GIRLS' SCHOOL (SECONDARY SECTION)
APPLICATION FORM FOR LEAVE OF ABSENCE**

Please complete this form and return it to the school where the application is made.

(A) Particulars of Child	
Name:	Gender: Female
Nationality: Singapore Citizen/Permanent Resident*	BC No/NRIC/Entry/Re-Entry Permit*:
Date of Birth: Day _____ Month _____ Year _____	
School currently attending in Singapore:	Level & Stream:
CHIJ St Nicholas Girls' School (Secondary Section)	Year Attending:
Name of School Overseas (if available):	Level:
<i>*Please delete accordingly.</i>	

(B) Particulars of Parents		
	Father	Mother
Name:		
NRIC No/Entry/Re-Entry Permit*:		
Nationality:		
Occupation:		
<i>*Please delete accordingly.</i>		

(C) Contact Information	
Parent's Contact Details (Compulsory)	
Overseas Correspondence Address:	
Overseas Tel No:	Overseas Fax No:
Email Address:	
Local Contact Details (To be completed <u>ONLY</u> if you wish to direct LOA correspondence to a local address)	
Name of contact of person in Singapore:	
Singapore Correspondence Address:	
Singapore Contact No:	
Email Address of contact person:	

(C) Application for Leave of Absence from School

Reason for the application *(Please attach supporting documents)*:

Overseas Posting / Business / Company related training*

Estimated period of stay overseas is from _____ to _____
(DDMMYY) (DDMMYY)

Application for this calendar year is for the period from _____ to _____
(DDMMYY) (DDMMYY)

**Please delete accordingly.*

(E) Declaration By Parent

1. I accept all the conditions and terms regarding the leave of Absence Scheme (LOA).
2. I understand that I will need to re-apply for my child's Leave of Absence status by November each year for the following year, together with the LOA fees.
3. I understand that all LOA correspondence will be sent to my overseas correspondence address, unless otherwise stated and I should inform the school promptly of any changes to my contact information.

Name & Signature of Father/Mother*

Date

(F) For Official Use:

This application is approved/not approved* for the period (maximum 12 months in a calendar year):

_____ month to _____ (month) _____ (year).

The amount of fees to be paid for period of absence is \$ _____.

Name & Signature of Principal

CHIJ St Nicholas Girls' School

Name of School

Date

**Please delete accordingly.*

Note:

1. The annual fee is \$240.
2. Please attach a copy of parent's overseas posting letter.
3. Cheque payment should be made payable to "CHIJ ST NICHOLAS GIRLS' SCHOOL".
4. For LOA period of less than a year, the annual LOA fee should be pro-rated accordingly.