

## APPLICATION FORM FOR LEAVE OF ABSENCE

*Please complete all the items in this form and return the form to the principal of the school where the application is made. A fresh application form is to be completed each year before the next academic year.*

### (A) Particulars of child

Name:	Name in Chinese Characters (if applicable):
Nationality: Singapore Citizen / Permanent Resident*	Gender: Male/Female*
BC No/NRIC/Entry/Re-Entry Permit*:	
Date of Birth: Day ___ Month ___ Year _____	
School currently attending in Singapore:  <b>Tanjong Katong Primary School</b>	Level & Stream:  Year Attending:
Name of School Overseas (if available):	Level:

*\* Please delete accordingly*

### (B) Particulars of Parents

	Father	Mother
Name:		
NRIC No:		
Nationality		
Occupation:		

**(C) Contact Information.**

Overseas Correspondence Address:	
Overseas Tel No.:	Overseas Fax No.:
Email Address:	
Local Contact Details (To be completed ONLY if you wish to direct LOA correspondence to a local address)	
Name of contact person in Singapore:	
Singapore Correspondence Address:	
Singapore Contact No.:	
Email Address of contact person:	

**(D) Application for Leave of Absence from school**

Reason for the application: Overseas posting/Business/Company related training* (Please see attach supporting documents)
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) Would you like your child to sign up for E-Learning Portal? Yes / No \***

I would like to sign up for my child and is forwarding herewith the amount of \$\_\_\_\_ cash / cheque \*

Application for E-Learning Portal is for the period of \_\_\_\_\_ to \_\_\_\_\_  
(DDMMYY) (DDMMYY)

*\* Please delete accordingly*

**Note:**

- 1. The annual fee for E-Learning Portal is \$30.**
- 2. No pro-rate amount for applicant applying less than a year.**
- 3. Cheques are to be made payable to "Pave Education Pte Ltd".**

**(F) Declaration by Parent**

1. I am aware of all the conditions and terms regarding the Leave of Absence Scheme.
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 payment.

\_\_\_\_\_  
Name and Signature of Father/Mother

\_\_\_\_\_  
Date

**(G) For Official Use:**

This application is approved/not approved\* for the period (max of 12 mths in a calendar year): \_\_\_\_\_ (mth) to \_\_\_\_\_ (mth) \_\_\_\_\_ (yr)

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

Mrs Cheong Ye Ling  
Name and Signature of Principal

Tanjong Katong Primary School  
Name of School

\_\_\_\_\_  
Date

*\* Please delete accordingly*