

Application for Leave - Professional Year Program

Application for leave must be submitted to Academic Director not less than **14 days in advance**, whenever possible. Applicants will receive a letter from the PY Coordinator on the leave application status.

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|----------------------|------|--------|----------------------|-------|
| Name of Student | | | Student Number | |
| Email Address | | | Course/Year of Study | |
| Telephone Number | | Mobile | | |
| Leave Applied for | From | _____ | To | _____ |
| Total Number of Days | | | | |

Reason for Application

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| <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">(please attach supportive document)</p> |
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Documentation must be provided with this application. Your application will not be processed or approved unless documentation supporting your leave can be provided.

| | | | |
|-----------|--|------|----------------|
| Signature | | Date | ____/____/____ |
|-----------|--|------|----------------|

Leave is granted only in exceptional circumstances. Exceptional circumstances that merit consideration on a case by case basis. There is no allowance for leave. You must complete each component of the PY.

There is no leave for IELTS, CPA or any other test or exam. Any leave granted is at the discretion of ECA and will only be considered in exceptional circumstances and must be in writing. Any sick leave must be supported by Medical Evidence certificates. All evidence is independently validated. Special, Urgent or Family leave may be allowed depending upon the circumstances and timing. Any type of leave may result in your course being extended and therefore these rules must be considered in the light of new circumstances.

NOTE: Student must be contactable either by email or phone. If we were unable to contact you for any reason, we will assume you have withdrawn from the course.

| | | | |
|--------------------|--|------|----------------|
| Approval Signature | | Date | ____/____/____ |
|--------------------|--|------|----------------|

Warning – Uncontrolled when printed!