

**ADVANCED REQUEST FOR LEAVE OF ABSENCE FROM COLLEGE  
(FOR PERSONAL OR OTHER REASONS)**

Please ensure that you have discussed this request with your Personal Tutor before submission.

Student Name

Student ID No

Personal Tutor

Leave of absence is required on

(dates)

Time Leaving College:

Time Returning to College:

(Approximately)

**For the following reason:**

Parent/ Carer Signature

Date

Personal Tutor Signature

Date

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Holiday requests and absences for permission to miss College for longer than one week will need to be authorised by the Director of Student Services. You will be notified if permission is granted.

Director of Student  
Services Signature

Date