

Application for Leave of Absence

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No.									
Programme Code					Stream Code				

II. APPLICATION DETAILS

Period applied for: from _____ to _____ (inclusive)
day/month/year day/month/year

Reason(s) for application# _____

Supporting documents should be accompanied.

III. DECLARATION OF STUDENT

I declare that the information given in support of this application is true and correct, and authorise the College of Professional and Continuing Education (CPCE) and its designated officer(s) to approach the respective issuing organisation(s) or professional(s) of the supporting document(s) for verification of authenticity when processing this application. I also understand that it is a serious offence to provide forged document(s), and disciplinary action shall be taken within CPCE where a case is identified. CPCE shall also reserve the right to report the forgery to the police.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

This application is **approved / rejected** * by Head of Programme Administrative Hosting Division concerned or his/her delegate

Signature _____ Date _____
 (Name & Position: _____)

Notification sent to student by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Students who wish to take a period of absence from class should obtain prior approval from the Head of Programme Administrative Hosting Division concerned.
2. You should complete Sections I, II and III of this form and submit it together with documentary proof in original to the General Office of the Programme Administrative Hosting Division concerned as early as possible before the leave is taken except under special circumstances such as accident(s).
3. The College of Professional and Continuing Education (CPCE) reserves the right to verify the authenticity of the supporting document(s) with the respective issuing organisation(s) or professional(s) for the purpose of processing this application. It is a serious offence to provide forged document(s), and disciplinary action shall be taken within CPCE where a case is identified. CPCE shall also reserve the right to report the forgery to the police.
4. You should not attend classes/ examinations if you are infected by contagious diseases.
5. If you are absent from an examination or unable to complete all assessment components of a subject, owing to sickness or other circumstances beyond your control, you may apply for late assessment. Please refer to the section on “Late Assessment” of the Student Handbook and use Form CAR 25.
6. You will normally be notified of the result of the application in writing within one week after receipt of your application.
7. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Telephone: 3746 0988

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Division of Languages and Communication (LC)

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Division of Science, Engineering and Health Studies (SEHS)

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Division of Social Sciences, Humanities and Design (SSHHD)

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