



Student Request of Absence/Leave Form

Section 1 – Student Details

Student Name:	
Student ID:	
Courses Enrolled in:	
Course Date:	
Request for Leave Dates:	From _____ to _____
Reason:	
Evidence:	

Section – 2: Student Declaration:

I confirm to apply for above leave and understand that I must provide evidence as required to Kingston International College. I declare that all evidence provided is genuine.

Student Name: _____ Student Signature: _____ Date: _____

Section -3: Office Use Only

Request Outcome: Approved Not Approved

Trainer Name:

Trainer Signature:

Date:

Section – 4: For Student Services Use Only

- Update Wisenet
- Saved Evidence in Wisenet Learner’s Logbook

Officer Name and Signature:

Date: