



## MFS13: Application for Leave of Absence Form (Less than 2 weeks)

Use this form to submit documents for compassionate or compelling circumstances and other submissions.

Student Name:	
Student ID Number:	
Course Enrolled:	
Class Number:	
Leave of absence start date:	
Leave of absence end date:	

**Nature of documents submitted:**

<input type="checkbox"/>	<b>Serious illness or injury</b> (i.e. Medical Certificate)
<input type="checkbox"/>	<b>A Statutory Declaration / Statement</b> in support of class absence(s)
<input type="checkbox"/>	<b>Bereavement of immediate family members</b> (Certificate required)
<input type="checkbox"/>	<b>Flight itinerary and reason for travel</b> (compassionate and compelling)
<input type="checkbox"/>	<b>Other documentation</b> , please specify:

**Important Information:**

- **Class Arrangements:** Approved leave of absence may require alternative arrangements to help you catch up on missed content.
- **Financial Obligations:** Outstanding fees must be paid before leave of absence can be approved.
- **Additional Costs:** Special class arrangements may incur additional fees.
- **Documentation Deadlines:** Medical certificates must be submitted within **2 weeks** of the absence period.
- **Contact Student Services** for detailed information about class arrangements and any associated costs.

<b>Student Signature:</b>	
<b>Date</b>	

This form should be used only along with supporting documents (such as a Medical Certificate)

**Please note that medical certificates submitted later than 2 weeks will NOT be accepted**



OFFICE USE ONLY			
Received By:		Date Received:	
The medical Certificate was handed in within two weeks		Yes	No
Documents Recorded in the Student Management System		Date Recorded:	
Recorded By:		Signature:	