Institute of Technology Law 『Symposium Courses』

Leave Application Form

Application Date： yy mm dd

Name	
Class	
Student Number	
Reasons for leave of absence	1. 2.
☐ ☐ Date of leave	☐ ☐ dd☐ ☐ mm☐ ☐ yy
Name of Professor	

Notes：

1. Proof to be attached so as to sustain leave application.

2. Deadline for next week's leave is the previous Friday. Application for same day leave will not be entertained, unless under exceptional circumstances.

3.Contact The Leave Assistant Ms CHIU, Yun-Yuan on extension 57565 or on 573-8713). Whatever the result, report to The Institute.