



# Application of Leave

**Download the Leave Application Form IC-T08 from IC Website.**

**Fill in the form and obtain the approval from IC Student Affairs Officer.**

**Submit the approved/declined form to IC Student Enquiry Counter at least 4 working days prior to the leave date in person.**

**Arrange make-up for the missed session in IC Student Enquiry Counter, if any.**



# Leave Application Approval

Step	Description		
1	<b>Type of Leave</b>	Sickness	Personal Affairs
2	<b>Supporting Document</b>	<ul style="list-style-type: none"><li>• Medical Certificate</li></ul>	<ul style="list-style-type: none"><li>• Explanatory Letter</li><li>• Departmental Supporting</li></ul>
3	<b>Approval from IC Student Affairs Officer (SAO)</b>		
4	<b>Return approved Application Form to IC Student Enquiry Counter</b>		



# Leave Application

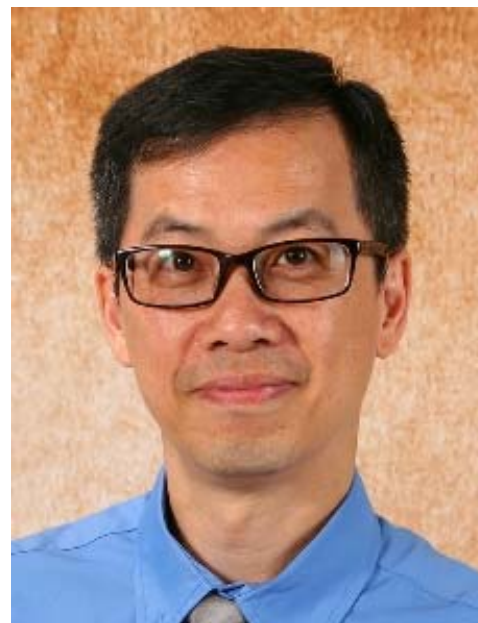
Priority make-up places would be given to students who have obtained approved leaves.

For students who are absent without approved leaves, they will be put on waiting list and their make-up classes can only be arranged and confirmed 2 days before commencement of make-up session(s).

## IC Student Affairs Officer



**Ir Jonathan Chung**  
Location: W502e  
Tel: 2766-7602



**Mr Kong Kang Hoi**  
Location: U401c  
Tel: 2766-7601