

PRIVATE COLORS

Beauty & Makeup Academy

PRIVATE COLORS BEAUTY & MAKEUP ACADEMY SDN.BHD. (1187234 M)

3D, Nadayu Dagang 28, Jln PJS 11/7, Subang Jaya 47620, Selangor.

APPLICATION FORM FOR LEAVE AND CLASS REPLACEMENT

Date : ____ (dd)/ ____ (mm)/ ____ (yy)

Section 1: PERSONAL DETAILS *(please fill in all details and tick '✓' at related field)*

1. Name (as in I/C)			
2. Matric No.		3. I/C Number	
4. Gender	Male () Female ()	5. Contact No.	
6. Email Address			
7. Course Enrolled			
8. Study Mode	Full-Time () Part-Time ()		

Section 2: APPLICATION FOR LEAVE *(please fill in all details)*

Leave Period	From: ____ (dd)/ ____ (mm)/ ____ (yy), _____ (day)
	To : ____ (dd)/ ____ (mm)/ ____ (yy), _____ (day)
	Total days of leave from class: _____ days
	Expected date to return to class: ____ (dd)/ ____ (mm)/ ____ (yy), _____ (day)
Reason	*Please indicate the reason and attach the supporting documents with this form.

Section 3: APPLICATION FOR CLASS REPLACEMENT

Please indicate the class title you would like to apply for class replacement.

No.	Class Title	No.	Class Title

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Section 4: STUDENT CONSENT

I have read and understand the terms and conditions on page (2) of this application form and agree to all the conditions. I also understand that the approval of this application of leave is up to the Academy's discretion and class replacement is subject to availability.

(signature)

(name)

(date)

ADMINISTRATION USE (this section is filled by administrator only)

This application for leave and class replacement is:

APPROVED ()

NOT APPROVED ()

If **not approved**, please indicate the reason: _____

Approved by:

(signature)

(Company Stamp)

Name:

Date :

TERMS AND CONDITIONS

1. In any case that student has expect to be absent from any class, student may apply for leave and class replacement with valid reason provided. The form is expected to be submitted to the administrator at least TWO (2) weeks before the applied first day of absence, with attachment of proof or supporting documents (if required). Late submission of form might result in unavailability of arrangement on indicated leave and class replacement.
2. Application for leave is only available for application for leave lesser than ONE (1) month, in which equivalent to lesser than 16 days of class for full-time student, or lesser than 8 days of class for part-time students.
3. The academy reserves the right to not approve application for leave, class replacement, and course extension if the given reason is not reasonable or not valid, or without any proof or supporting documents.