

# Course Break Request Form

## Student Details

**(\*) Mandatory Sections**

- Course break request will not be approved if those mandatory sections are not provided

Student Name			
ID Number (*)			
Current Course (*)		Current Level (*)	
Mobile Phone No (*)			
Email Address			

## Course Break Details

Period of Break	From	/	/	To	/	/	Week/s

**[Terms & Conditions/Declaration of Student]**

I, \_\_\_\_\_, declare that I understand and agree all terms & conditions of my course break request.

1. Course break is allowed to student who enrolled **minimum 10 weeks** course or more.
2. The approval of break duration will be up to school based on the course details.
3. Student must submit the course break request form **2 weeks in advanced**.
4. Student is required to **come back to the same class** after break.
5. If student **has outstanding payment within the period, student must clear it before approval of break**.
6. Student **MUST attend class unless the official approval from the school announced**.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use**

<b>Outstanding Payment</b>	<b>YES:</b>	<b>If YES) Details:</b>
	<b>NO:</b>	
<b>Approval of Break</b>	<b>YES:</b>	<b>If NO) Details:</b>
	<b>NO:</b>	

**Comments**

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General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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