

 <p>ATI COLLEGE STRIVE FOR EXCELLENCE</p>	<h2>Application for Compassionate Leave for Examination</h2>
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1. In the event of death in student's immediate family (defined to include parents, siblings and grandparents), student may:
  - i.) Proceed with his/her scheduled examination(s); or
  - ii.) Decide not to take the examination(s).
2. If the student decides not to sit for the examination, he/she must submit a copy of the death certificate with this form to Examination Board, latest by the 2<sup>nd</sup> working day after the examination period.
3. Leave of Absence on compassionate reasons will be granted for absence from any examinations within 7 days of the death (starting from the day of the death, inclusive of Saturdays, Sundays and Public Holidays).

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To be completed by student:

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course / Intake: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Exams Missed: \_\_\_\_\_  
(Please indicate only courses which you were absent for)

Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_