



BOARDING LEAVE APPLICATION FORM

Instructions:

1. This form must be signed by your teacher/guardian/parent and submitted to the NUSH Boarding School at least 2 working days in advance.
2. Leave is required if Boarders are not going to be in Boarding during curfew.
Start of curfew: i. 2100h (Mon to Thu)
ii. 2200h (Fri to Sun, eves of and Public Holidays / School Holidays)
End of curfew: 0600h
3. Late Return: Application for return (latest) by 2359h
4. Overnight Stay: Boarders are not expected to be found in the boarding school during this time.
5. Reasons and expected time of return must be stated clearly in the space provided.
6. Boarders who wish to make changes to this status have to write to the Boarding Master in advance.
7. All applications must be approved by the Boarding office before students are allowed to proceed with their late return or leave.

Boarder Name _____ Boarder ID _____ Room No. _____ Contact No. _____

Once off event (please specify reason): _____

Date of Leave : ____/____/____(dd/mm/yy) Date of Return : ____/____/____(dd/mm/yy)

Time of Leave : _____ Time of Return : _____

For Regular/ Recurring Event (please specify reason): _____

Start date: ____/____/____(dd/mm/yy) End date: ____/____/____(dd/mm/yy)

Overnight Stay

- All Fridays and Saturdays
(except when required by the School to stay in)
- All eve of public holidays
(boarders to be back the night before school)
- All eve of school declared holidays
(boarders to be back the night before school)
- Others (please specify reason): _____

Late Return (for return by 2359h)

Day(s) of the week : _____

Time of Return : _____

I, _____ would like to apply for leave for my child/ward/student* as stated above.
Name of Parent/Guardian/Teacher*

Signature & Date

Contact Number

*delete accordingly

FOR OFFICIAL USE

(FOR LATE RETURN: TO BE SUBMITTED BY BOARDER IF THE ABOVE FORM CANNOT BE COMPLETED ON TIME)

Boarder Name _____ Boarder ID _____ Room No. _____ Contact No. _____

I would like to apply for late return on ____/____/____(dd/mm/yy). The expected time of return is _____ pm.

Reason: _____

I will return the top portion of this form duly signed when I return to the Boarding School tonight.

Boarder Signature

APPROVED by

Staff Name

Signature & Date