

TIGP Class Leave Sheet

Please fill in the following column and return to TIGP office 3 days before you take a leave.

If you did not complete and return this leave sheet 3 days before the class (the date you will miss the class), the sheet will be invalid.

Class (Chinese, English writing class)	
Class Time (Monday 09:00~12:00 or Friday 14:00~17:00)	
Name of the Student	
Program	
The date that you will miss the class	
Reason for leaving	
Program assistant (Signature and Date)	
Mentor/Supervisor Signature (Please indicate the signature date)	