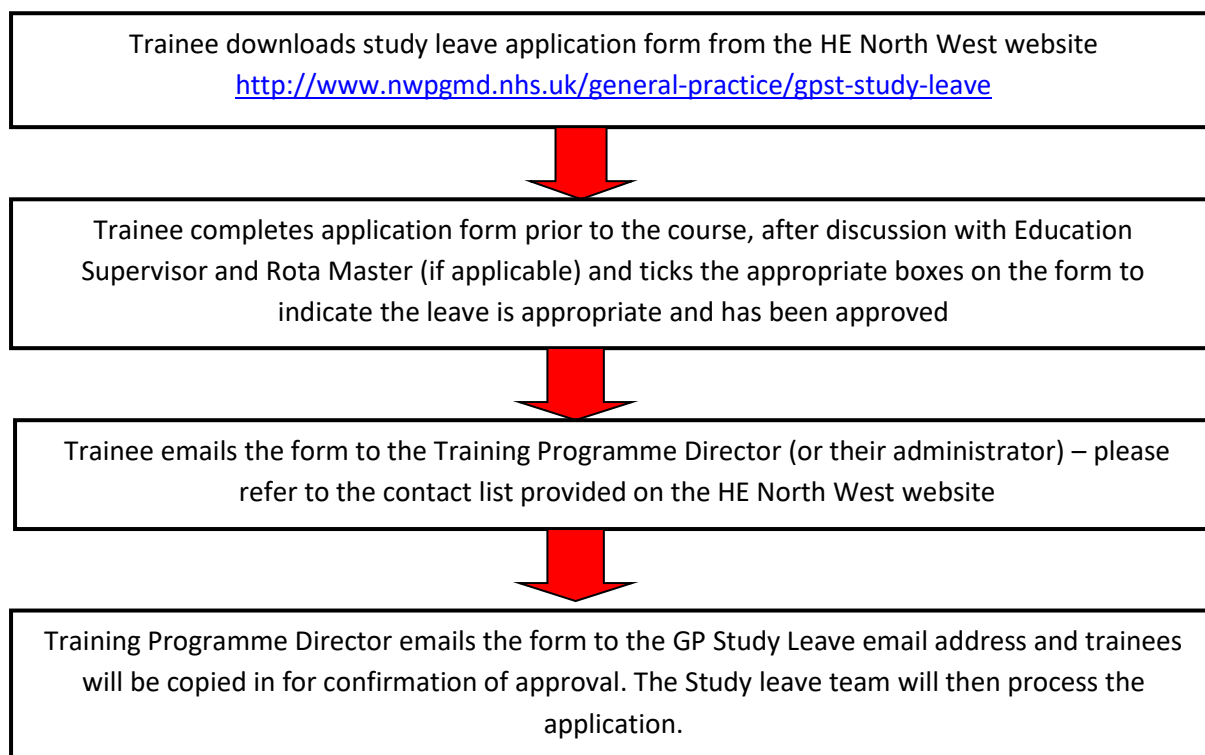
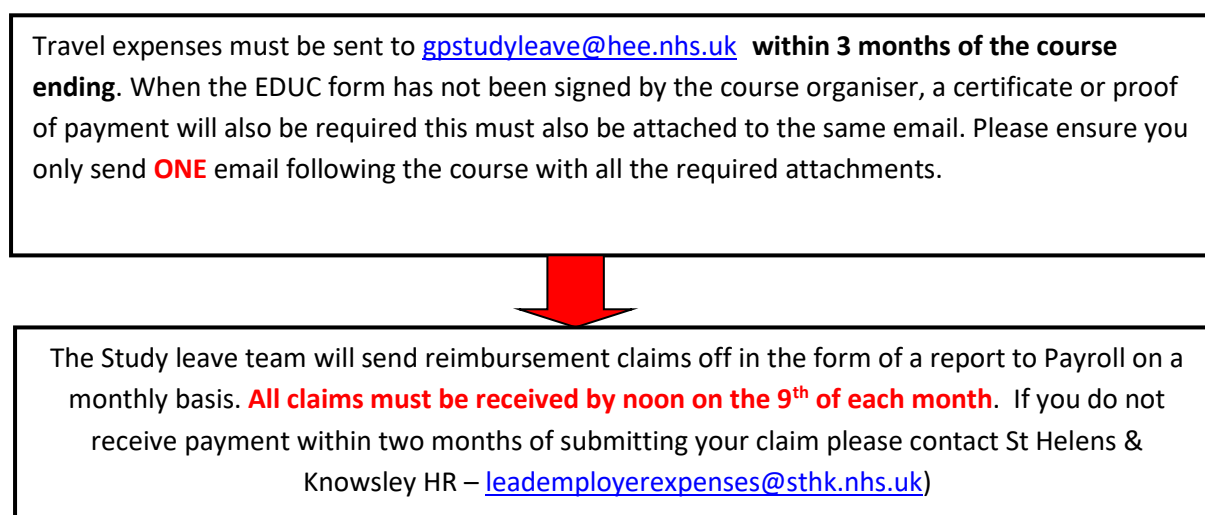


## Study Leave Process

**PLEASE TRY TO SUBMIT APPLICATIONS 6 WEEKS PRIOR TO THE COURSE DATE - RETROSPECTIVE APPROVAL WILL ONLY BE GRANTED UP TO FOUR WEEKS AFTER THE COURSE DATE**



## **ON COMPLETION OF THE COURSE**



**PLEASE NOTE THAT IF THIS PROCESS IS NOT FOLLOWED YOUR CLAIM WILL NOT BE APPROVED**