Tzu Chi University
Excused Absence Form (University Part)

_____
Last or Family Name First Middle Student ID#

The Department/Institute_____

The reason for excused absence:

❑ Official duty ❑ Illness ❑ Personal ❑ Bereavement ❑ Wedding ❑ Maternity ❑ Late for class

The type:

❑ I am not able to attend class(es) ❑ I will be late for enrollment ❑ I can't take a coming exam

❑ I will miss a coming event of _____

From _____ **to** _____
(mm/dd/yyyy) (__ AM or __ PM) (mm/dd/yyyy) (__ AM or __ PM)

Date	Periods	Class Title	Date	Periods	Class Title
Comment from other administrative office(s):					

Signatures:

Student_____ Date _____

Adviser _____Date _____

Dept. Chair/Inst. Dir._____ Date _____

Life Guidance Chief _____ Date _____

Dean of Student Affairs _____ Date _____

Dean of Academic Affairs _____ Date _____

President _____ Date _____

Tzu Chi University
Excused Absence Form (Student Part)

_____
Last or Family Name First Middle Student ID#

The Department/Institute_____

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From _____ to _____
(mm/dd/yyyy) (__ AM or __ PM) (mm/dd/yyyy) (__ AM or __ PM)

_____
Authorized Signature Print Name Date

Note:

1. **Authorization of approval:**

Period of Absence	**Approval(s) Required**					
	Adviser	Life Guidance Chief	Dept. Chair/ Inst. Director	Dean of Student Affairs	Dean of Academic Affairs	President
1 day or less	X					
2 or 3 days	X	X	X			
4,5, or 6 days	X	X	X	X		
7 days or more	X	X	X	X	X	X

2. The application must be filed in with adequate documents as evidence. A physician's certificate is required for illness leave for over one day period.
3. Illness leave may be applied for within three days of recovery. All other categories of leave should be applied for in advance in person.
4. All leave applications should be made by the applicant, not through authorization.