**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.**

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| 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) |  |