

## Owl International School Long Term Absence Request

Date submitted	20 . .		
Absence month	20 .		
School branch	Tsukishima	Nihonbashi	Private lesson
Class	Day(s) of week		
Student name			
Parent name			
	stamp		
Address	〒		
TEL		FAX	
Reason for absence			
Memo			

If you have an emergency reason, please submit this document to the school's admin by the 10<sup>th</sup> of the previous month before the absence date. (Ex If you want to be absent from June, the dead line will be on May 10<sup>th</sup>.) If you submit this document by its due date, we will certify the class for 1 month, but we would like to request half of the monthly fee amount. Please understand that we will get the full monthly fee amount if we don't receive this document by its due date. Please submit earlier if the due date falls on a holiday. Please keep the original paper until the request is confirmed.

Owl International School

Heisei building 6F, 3-30-3 Tsukishima Chuo-ku(Tsukishima) Tokyo TEL : 03-3532-5220 FAX : 03-6225-0260

6-4 Tomizawacho, Nihonbashi, Chuo-ku, Tokyo(Nihonbashi) TEL : 03-6231-1766 FAX : 03-6231-1779

受領日	処理日	受付者印