

## ***STUDENT REQUEST FOR LEAVE***

Date: \_\_\_\_\_

Program: \_\_\_\_\_ Class: \_\_\_\_\_

Student Name: \_\_\_\_\_ ETA Code: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Resume Training Date: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Destination/Reason with Requirement Proof: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: The time away from CAE OAA Phoenix may result in a delay of your scheduled training which could put you behind others in your class. Be aware this time may be difficult for you to make up. You may be required to fly extra missions to again become comfortable with your training which could result in extra expense to you. Be sure to report to Customer Service to verify that your I20 is valid and that the Customer Service Administrator signs it before your departure.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Program Manager

\_\_\_\_\_  
Director Operations/Date

\_\_\_\_\_  
Customer Service/Date

- I 20 signed
- copy in student file
- copy to Operations