

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