

### LEAVE APPLICATION FORM

Part I: To be completed by Player			
Name of Player		NTS / JNTS / Pre-NTS* TG / Talent ID*	
*Please circle appropriate			
Reason for Leave		Endorsed by	
	Sick Leave	Please attach medical certificate(s)	
	School Work	Please attach supporting documents, e.g. school calendar	
	Overseas Tennis Camp	Please state the name of the tennis club(s) & name of tournament(s)	
	Family or Holiday	N/A	
	Others:	Please state reason(s)	
Period of leave applied: (dd/mm/yyyy - dd/mm/yyyy)			Total no. of days
Name of Parent		Signature of Parent	Date of Application
Mobile:			

Part II: To be completed by verifying staff, endorsing and approving authorities		
Signature		
Endorsed by		
Approved by		
HKTA Office use		

**Notes:**

- If participant fails to attend the course due to personal reasons, there shall be NO arrangement for refund or make-up class.
- If participant fails to attend the whole course due to health reason, refund will be arranged if the application is submitted 5 days prior to the commencement of the course. HK\$100 admin fee will be levied for each application. Sick leave application during the course will not be eligible for refund unless the participant will be absent for 50% or more of the lesson continuously and medical certification is provided.
- Any player absent from training and without submitting the Leave Application Form will not be eligible for refund. The Leave Application Form must be sent to HKTA office 10 working days prior to the first day of your leave. Leave application during the course will not be eligible for refund unless the participant will be absent for 50% or more of the lessons continuously and the application is approved by the in-charge coach.