



Cours Communaux de Langues Modernes

Rue Abbé Jean Heymans, 29

1200 Woluwe-Saint-Lambert

02/761.75.27 (Direction) 02/761.75.28 (Secrétariat)

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Request for certificates concerning the paid educational leave

To be handed in at the secretariat within 7 days after reception of the instructions concerning the educational leave **and after having read the instructions on our website www.cclm.be** carefully.

I, the undersigned,

Surname:

First name:

National registration number:

(Name mentioned on the identity card)

Language + level:

Mail address:

Employer:

- ✓ Request the necessary documents to benefit from the educational leave.
- ✓ In case of absence, I undertake to supply the secretariat with a justification document as soon as possible, before we can issue the quarterly presence document which can never be modified.

Date:

Signature

For approval,

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