



# Cours Communaux de Langues Modernes

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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 these instructions through carefully.**

I, the undersigned,

SURNAME:

FIRST NAME:

(Name mentioned on I.C.)

Language + level:

**Mail address:**

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

Date:

Signature:

For agreement