

Leave Application Form

Submit to Administration · At least 3 days in advance

Student Details

Full Name of Student:

Programme / Class:

Student ID (if applicable):

Leave Details

Date of Departure:

Date of Return:

Total Days of Absence:

Reason for Leave

Please select the applicable reason:

- Family emergency
- Medical appointment
- Family function / Nikah
- Bereavement
- Other (specify below)

Additional Details / Explanation:

Contact During Leave

Contact Number:

Address / Location during leave:

Authorisation

For Office Use Only:

Approved / Rejected by (Ustaad/Admin):

Authorised Signature:

Date:

Note: Unapproved absence may result in disciplinary action. Students must arrange to complete any missed academic work upon return.