



Lahore Institute of Professional Studies

Ref. No.: _____

STUDENT LEAVE APPLICATION FORM

Student Name: _____ Batch: _____

Reg. No: _____ Email Address: _____

Contact No: _____ Total days of absence in _____ Days
Current Semester/Year: _____

Leave Applied: From: _____ To: _____ No. of Days: _____

Reason: _____

Is the student likely to miss a Test/Exam during leave? (if yes, state subject/date) _____

Detail of Documents/Proof: _____
(if attached)

(Applicant's Sign & Date)

Note: (1) Approved leave will also be included in overall 20% margin of absence while calculating 80% mandatory attendance.

(2) Short attendance (below 80%) case will not be allowed to appear in Final Exam.

(3) In case an Exam is missed then "I" or "F" grade shall be awarded unless student after consideration in DBS/FBS meetings.

Parent Consent:

Date: _____

(Parent's Signature)

Recommendations of Program Coordinator/ Principal Date: _____	<u>Approved / Not Approved</u>
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Certified that Leave has been entered in the attendance record.

Office of Student Affairs