



ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE STUDENT'S INCIDENT & FUNERARY LEAVE APPLICATION FORM	Document No:	AARO/F_IF/00/2020
	Revision:	00
	Effective Date:	24-July-2020
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IMPORTANT NOTES:

1. Any leave application shall be attached with relevant documental proof. Student found in violation of the rule shall not have their leave application approved.
2. Student shall apply for Incident Leave through the Academic Affairs, Admission & Registration Office within one week before or after the absenteeism. It is for the purpose of update and record of the subject's lecturer. The original leave application form require the subject's lecturer signatures and to be submitted to the Academic Affairs, Admission & Registration Office for record and filing.
3. Absenteeism rate for **LOCAL** students shall not exceed 30% of the total hours for each subject in the particular semester including incident leave and any disapproval leave. Students shall not be allowed to take the final examination if they breach this rule. They will be given a naught for the subject and a fail 'F' in their final grade.
3. Absenteeism rate for **INTERNATIONAL** students shall not exceed 20% of the total hours for each subject in the particular semester including incident leave and any disapproval leave. Students shall not be allowed to take the final examination if they breach this rule. They will be given a naught for the subject and a fail 'F' in their final grade.

PARTICULARS OF STUDENT

Name		Contact No.																																														
Student ID		Batch No.																																														
Type of Leave	<input type="checkbox"/> Incident Leave <input type="checkbox"/> Funerary Leave																																															
Reasons																																																
Date of Leave		No. of Days																																														
<table border="1"><thead><tr><th>No</th><th>Subject</th><th>Name of Lecturer</th><th>Signature of Lecturer</th><th>Date</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr><tr><td>5.</td><td></td><td></td><td></td><td></td></tr><tr><td>6.</td><td></td><td></td><td></td><td></td></tr><tr><td>7.</td><td></td><td></td><td></td><td></td></tr><tr><td>8.</td><td></td><td></td><td></td><td></td></tr></tbody></table>				No	Subject	Name of Lecturer	Signature of Lecturer	Date	1.					2.					3.					4.					5.					6.					7.					8.				
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Student's Signature		Date																																														

For Academic Affairs, Admission & Registration Office Use Only

Signature:	Date:
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