



LEAVE of ABSENCE - APPLICATION FORM

HITEC - IMS, Taxila Cantt

To

The Vice Principal,
HITEC-IMS, Taxila Cantt.

Subject: **Leave Request Student**

1. I _____ student of _____ year (MBBS), Roll no: _____
request for _____ days leave from _____ to _____.

2. Reason for leave: _____
_____.

3. I am fully cognizant of the PM&DC regulation that **I will not be allowed to appear in final examination of a subject if I failed to attain minimum of 75% attendance in that subject.**

4. Kindly grant me leave.

Date: _____

Student's Signatures: _____

5. **For Hostel Students Only:** *(Strike out whichever is not applicable)*

- a. I will be leaving the hostel too and have informed/not informed the warden about my leave.
- b. I will be staying in the hostel during my leave.

6. **Comments of Block Coordinator / Class Teacher:**

- a. Student's attendance record of last semester: _____

- b. Remarks: _____

LEAVE RECOMMENDED / NOT RECOMMENDED

Date: _____

Signatures of Class Teacher: _____

APPROVED / NOT APPROVED

(Vice Principal)