

Leave Application Form

Leave Application form must be completed and submitted to Student Records Office, Office of the Registrar for approval of leave at least two weeks in advance.

Please provide details below:

Full Name:		Reg. Number:	
Class of:	Programme of study:	Current Rotation/Module:	
Current e-mail address:		Contact number:	

Reason for Leave: *(unless the leave is of an emergent nature, please review leave policy on One45 or seek clarification with the Office of the Registrar before completing this form)*

- Medical Leave** _____
- Leave for illness/ death in immediate family:** _____
- Visa Matters:** _____
- Leave for representing AKU (conference, presentation):** _____
- Other Leave:** _____

Leave requested from _____ to _____ Total Calendar days: _____

Supporting document submitted:

Signature of Student

Date

For the use of Office of the Registrar:

Leave Approved: Yes No Date: _____

Year Chair Informed: Yes No Date: _____

Rotation / Module Coordinator Informed: Yes No Date: _____

Work plan required: Yes No If yes - work plan received: Yes No

Student Informed: Yes No Via: _____ Date: _____

Approved by: _____ Comments (if any) _____