



## APPLICATION FOR LEAVE OF ABSENCE (WEEK 1 UNTIL WEEK 12) FEE OF RM50.00

### SECTION A (STUDENT'S INFORMATION)

NAME : \_\_\_\_\_  
 MATRIC NO. : \_\_\_\_\_ TELEPHONE NO. : \_\_\_\_\_ EMAIL : \_\_\_\_\_  
 MAJOR / PROGRAMME : \_\_\_\_\_  
 NATIONALITY : \_\_\_\_\_ PARENT'S CONTACT NO. : \_\_\_\_\_ ROOM / MAHALLAH : \_\_\_\_\_  
 POSTAL ADDRESS : \_\_\_\_\_  
 (WHILE ABSENCE) \_\_\_\_\_

### SECTION B (REGISTRATION'S INFORMATION)

SEMESTER / ACADEMIC SESSION APPLIED FOR LEAVE OF ABSENCE: \_\_\_\_\_ / \_\_\_\_\_

COURSES REGISTERED IN THE SEMESTER APPLIED FOR LEAVE OF ABSENCE:

| NO | COURSE CODE | COURSE TITLE | SECTION | COURSE INSTRUCTOR |
|----|-------------|--------------|---------|-------------------|
|    |             |              |         |                   |
|    |             |              |         |                   |
|    |             |              |         |                   |
|    |             |              |         |                   |
|    |             |              |         |                   |

REASON(S) FOR LEAVE OF ABSENCE (Please tick (√) whichever relevant)

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |

MEDICAL (PLEASE STATE) : \_\_\_\_\_  
 OTHER (PLEASE STATE) : \_\_\_\_\_

HAVE YOU APPLIED FOR LEAVE OF ABSENCE BEFORE? ( YES / NO )

IF YES, PLEASE STATE THE REASON AND THE PERIOD GRANTED : \_\_\_\_\_

### SECTION C (DECLARATION BY THE STUDENT)

STUDENT'S SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

### SECTION D (APPROVAL BY THE DEAN)

|              |                          |   |
|--------------|--------------------------|---|
| APPROVED     | <input type="checkbox"/> | SIGNATURE & STAMP : _____<br>DATE : _____ |
| NOT APPROVED | <input type="checkbox"/> |   |
| REMARKS:     |                          |   |
| _____        |                          |   |
| _____        |                          |   |

### SECTION E (VERIFICATION BY THE KCDI ACADEMIC OFFICE)

Please Verify:

|                                  |                          |
|----------------------------------|--------------------------|
| PAYMENT OF RM50.00 HAS BEEN MADE | <input type="checkbox"/> |
| Receipt No.                      | _____                    |

SIGNATURE & STAMP : \_\_\_\_\_  
DATE : \_\_\_\_\_