Semester Leave Application

**Instructions:** If you have not registered yourself for the current semester you must apply for semester leave before the registration deadline to avoid being dismissed. If dismissed you have to pay fee Rs. 5000 before you can apply for admission in CASE: again as a degree student. Please consult semester academic calendar for important deadlines. Each student can apply for total of three semester leaves during the degree with a maximum of two consecutive semester leaves.

<table>
<thead>
<tr>
<th>CASE Roll No:</th>
<th>_____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>First</td>
</tr>
<tr>
<td>Tel. No:</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Semester:</td>
<td>☐ Spring ☐ Summer ☐ Fall</td>
</tr>
</tbody>
</table>

Previously leave taken in the semester(s): _____________________________; _____________________________; _____________________________

**Give reasons for taking this semester leave:**

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

**PLEASE READ THE FOLLOWING AND SIGH:**
I understand final approval of leave is subject to the approval of Department Chair

Student’s Signature ____________________________ Date: ____________________________

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**For office use only**

Received by: ____________________________ Date: ____________________________

☐ Approved ☐ Not Approved

Department Chair’s Signature ____________________________ Date: ____________________________

D.B. ____________________________ Date: ____________________________

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**For Ph.D. Candidates Only**

Comments AS&R Office: ____________________________

Signature: ____________________________