



**OFFICE OF THE DEPUTY DEAN (STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)
ABDULHAMID ABUSULAYMAN KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES
(AHAS KIRKHS)**

APPLICATION FOR ABSENCE FROM CLASSES

Absence from Class [(As Stated in SAPER 2015, Schedule II, Part II No.15 (1) (2)]

1. Upon approval of the Dean of the Centre of Studies, a student who is involved in extracurricular activities may be allowed to miss up to 20% of class attendance.
2. A student may apply to be excused from classes up to 10 working days from the Deputy Dean of the Centre of Studies provided that he has valid reason(s) supported by relevant documents

PART I: To be completed by the applicant and to be submitted to the Deputy Dean, Student Development and Community Engagement (SDCE), AHAS KIRKHS, TWO WEEKS BEFORE THE DATE OF ABSENCE

Name: Matric No.:
 Programme / Major.: Nationality:
 Address (while on leave):
 Email address:
 H/phone no: Parent's contact no.:
 Duration of leave:(days) Date from : to:

Please state the classes and respective lecturers that you will miss during the particular period.

NO.	LECTURER'S NAME	COURSE CODE AND COURSE TITLE	SECTION

Reason (s) for being absent from class:

<input type="checkbox"/> Medical (Please state) <input type="checkbox"/> Others (Please state) *This form must be attached with relevant document(s)	Have you applied for absence from class before? (Yes / No) If yes, please state reason(s) and period granted. Reason(s): Period granted:
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Applicant's signature

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Date

PART II: To be completed by the Deputy Dean, Student Development and Community Engagement (SDCE)

Comment (s):.....

Approved

Rejected

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Deputy Dean (Student Development and Community Engagement)
AbdulHamid AbuSulayman Kulliyah of Islamic Revealed Knowledge and Human Sciences
(Signature & stamp)