**ST. ANDREWS COLLEGE OF ARTS, SCIENCE AND COMMERCE**

 **STUDENT'S LEAVE APPLICATION FORM**

 Date:

**To,**

**The Principal**

**St. Andrew’s College**

**Bandra**

**Mumbai 400 050**

Dear Madam,

I have been absent from college from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_. Total \_\_\_\_\_\_ days

I have taken leave for the following reason.

Reason for leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kindly excuse my absence.

Yours faithfully,

(Signature of the student)

 Name of the Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_ Division: \_\_\_\_

Roll No: \_\_\_\_\_\_\_\_\_\_ Contact no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Parent: \_\_\_\_\_\_\_\_\_\_\_ Name of the Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Prof-in-charge) \_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the Prof-in-charge \_\_\_\_\_\_\_\_\_\_

(For any leave taken to participate in Academic/ Cultural/ Sports events to represent college,)

 Date:

Signature of the Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note: 1.All letters must be addressed to the Principal but to be submitted to the Class Mentor.

 2.In case of Leave on medical grounds, a Doctor’s Certificate should also be attached.