

**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.