**APPLICATION FORM FOR LEAVE OF STUDY**

Instructions:

1. Please complete Section A and get recommendation from Head of Department or Dean of Faculty of Economics and Business (if necessary).
2. This application is valid for applicant who registered within the enrolment of his/her studies.
3. Application received after year 1 (one) of a regular semester will take effect in the following semester.
4. Please attach official identities and student card.
5. Student will be informed accordingly after approval.

**FOR OFFICE USE (ONLY CHECKLIST)**

**Date received:**

**SECTION A: TO BE COMPLETED BY THE APPLICANT**

|  |  |
| --- | --- |
| 1. Name | 2. Matric No. |
| 3. Email Address | 4. Telephone |
| 5. Current Programme |
| 6. Intended Programme |
| 7. Reason(s) of Application |
| Applicant’s Signature | Day, Date: |

**SECTION B: TO BE COMPLETED BY DIRECTOR IPIEF**

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|  Recommended Not RecommendedRemarks:Signature & Stamp Day, Date:Director of IPIEF |

**SECTION C: TO BE COMPLETED BY HEAD/SECRETARY OF DEPARTMENT**

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|  Recommended Not RecommendedDate of Interview (If Any): *(If Recommended, Please complete the following)*Recommended for Semester: 20 / 20 Recommended for Mode of Programme : Regular ProgrammeRemarks/Comments: Signature & Stamp Day, Date:Head of Department |

**SECTION D: TO BE COMPLETED BY THE DEAN OF FACULTY**

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|  Recommended Not RecommendedRemarks:Signature & Stamp Day, Date:Dean of Faculty |

***Note****: Please fill in the online google form (attached* [*www.googleform.com*](http://www.googleform.com) *), if the candidate does not completing the online google form, the request can’t be processed.*