



KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE & HUMAN SCIENCES

APPLICATION FOR ABSENT FROM CLASS

PART I : To be completed by the applicant and to be submitted to the Head of Department and the Deputy Dean, Student Development & Community Engagement, KIRKHS

Name: Matric no.:
 Programme: Nationality:
 Mahallah address: Sponsorship:
 Address (while on leave): E-mail:
 H/phone no.: Parents' contact no.:
 Duration of leave: From: To:

Please state the classes and respective lecturers that you will miss during the particular period. All lecturers concerned need to sign if allow or recommend the student to be absent during the said period.

NO.	LECTURER'S NAME	COURSE TITLE	SECT.	SIGNATURE

Reason(s) for being absent from class

Medical (Please state)
 Others (Please state)

Please attach any relevant document(s), failing to do so will result in your application not being entertained.

Have you applied for absent from class before? (Yes / No) If yes, please state the reason and the period granted.

DECLARATION BY THE STUDENT

I fully understand that after filling in this application form, I am required to attend the classes as usual and meet all the requirements of this course including assignments, test, etc. Otherwise, the Kulliyah has the right to reject my application.

.....
Student's signature

.....
Date

PART II: To be completed by the Head of Department	PART III: To be completed by Deputy Dean (Student Development & Community Engagement)
Comment(s) :	Comment(s) :
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
..... Head of Department (Signature & Stamp) Deputy Dean (SDCE) (Signature & Stamp)
..... Date Date