Center For Advanced Studies in Engineering

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Semester Leave Application

Instructions: If you have not registered yourself for the current semester you must apply for semester leave before the registration deadline to avoid being dismissed. If dismissed you have to pay fee Rs. 5000 before you can apply for admission in CASE: again as a degree student. Please consult semester academic calendar for important deadlines. Each student can apply for total of three semester leaves during the degree with a maximum of two consecutive semester leaves.

CASE Roll No: _____

Name: _____
First Middle Last

Tel. No: _____

Semester: ☐ Spring ☐ Summer ☐ Fall **Year** ____

Program	**Department**
☐ Ph.D.	_____
☐ M.Sc.	_____
☐ Undergrad	_____

Previously leave taken in the semester(s): _____; _____ ; _____

Give reasons for taking this semester leave:

_____
_____
_____
_____
_____
_____
_____
_____

PLEASE READ THE FOLLOWING AND SIGH:
I understand final approval of leave is subject to the approval of Department Chair

Student's Signature _____ Date: _____

For office use only

Received by: _____

Date: _____

For Ph.D. Candidates Only

Comments AS&R Office: _____
_____
_____

Signature: _____

☐ Approved ☐ Not Approved

Department Chair's Signature _____ Date: _____

D.B. _____ Date: _____

Semester Leave Application Form

Student's Name: _____ **CASE Roll No:**_____

Received by: _____ **Date:** _____