

 <p>Dekut Better life through technology</p>	Document: KUCT/DSW/SLS/011		Location: Directorate of
	Subject: <b>Students Leave Sheet</b>		Students' Welfare Office
	Revision No.: 000	Issue no.001	Page: 1-1
Issued by: .....Date..... Management Representative		Approved by.....Date..... Vice Chancellor DeKUT	

## **LEAVE SHEET** (To be filled in Triplicate)

Student's name: ..... Registration no.: .....

School/Institute: ..... Department:.....

Program/Course:.....Year of Study:.....Semester:.....

Applied days: ..... Starting date: .....End date: .....

Mobile No/Contact: ..... Date: .....

**Reason for leave**

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**Clearance from School/Department/Chairman/Directors'**  
**Comment:**

Granted/Not granted

Signature ..... Date: .....

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**Clearance from Directorate of Students Welfare**  
**Director Students' Welfare Comment**

Granted/Not granted

Signature ..... Date: .....

<sup>1</sup> DeKUT is ISO 9001:2015 Certified  
Better life Through Technology

