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 ། རང་འབྲུང་འཕྲོལ་བསྐྱེད་མཐོ་རིམ་སློབ་གྲྭ།  
**ROYAL UNIVERSITY OF BHUTAN**  
**COLLEGE OF NATURAL RESOURCES**



Date:.....

**Student Leave Application Form**

**Student Information**

Name:..... Student Enrolment Number:.....

Programme:..... Year:..... Hostel Block & Room No:.....

Mobile Number:..... Parents/Guardian's Mobile Number:.....

Destination:..... Leave Period: from .....To.....

Reason for Leave:

**Declaration:** *I hereby declare that the information given herein is true and complete to the best of my knowledge. I am liable for any disciplinary sanctions if found otherwise.*

**Applicant's Signature**

**Dean of Student Affairs (Approval)**  
**(Week Days- Monday to Friday)**

**Student Service Officer (Approval)**  
**(Week end and Govt. holidays)**

**Terms and Conditions**

1. No student is allowed to take leave during common SUPW. It is compulsory for all students to attend common SUPW failing which appropriate sanctions will be imposed.
2. The leave shall not be granted if it coincides with any college activities/functions.
3. The application will remain invalid unless signed by all the responsible persons (SSO and Dean of student Affairs)
4. Any untoward risk that may befall while on leave shall be borne entirely by the applicant(s)/organizer(s).
5. While on field trip/visit/picnic, if any problems happened during such trips the matter will be dealt strictly and appropriate sanctions imposed.
6. It is the responsibility of the applicant(s) **to report to DSA's office or SSO** the next day after returning from leave along with necessary documents, otherwise, the leave will be considered invalid.