



འབྲུག་རྒྱལ་ཁའི་ན་གཞུག་ལག་སློབ་ཤེ
རང་འབྲུང་འཛོན་བསྐྱེད་མཐོ་རིམ་སློབ་ཤེ།

Royal University of Bhutan

College of Natural Resources

LOBESA : PUNAKHA



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. Leave shall not be granted during the scheduled Common SUPW period. Attendance at Common SUPW is mandatory for all students, and any unauthorized absence shall result in appropriate disciplinary action.
2. Leave shall not be approved if it coincides with any official College activity, programme, function, or event.
3. A leave application shall be considered valid only if it has been duly endorsed by all the designated authorities, including the Student Services Officer (SSO) and the Dean of Student Affairs (DSA).
4. The College shall not be held liable for any accident, injury, loss, or other untoward incident that may occur while the applicant(s) are on approved leave. Full responsibility shall rest with the applicant(s) and/or organizer(s).
5. Students participating in field trips, educational visits, picnics, or similar activities are expected to maintain appropriate conduct at all times. Any misconduct or violation of College rules during such activities shall be dealt with strictly, and appropriate disciplinary action shall be taken.
6. Upon returning from leave, the applicant(s) shall report to the Office of the Dean of Student Affairs (DSA) or the Student Services Officer (SSO) on the next working day and submit all required supporting documents. Failure to do so shall render the leave invalid.

Phone: PABX +975-376249, President-376255, DRIL-376250, DAA-376251, DSA, 376252, Finance Officer -376253 & Adm. Officer -376269