

Student Services Office

K.L. Campus, University Road, Navrangpura,
Ahmedabad-380009, INDIA

Ph: +91- 79 -2630 2470 / 2740 Extn: 434,435,436 Fax: 91-79-2630 2075 Website: www.cept.ac.in

Email: studentservices@cept.ac.in

GENERAL LEAVE APPLICATION

Instructions: To be completed by student/parent and submitted to Student Services Office. In case of emergency, the form may be sent by Post or a scanned copy via email to studentservices@cept.ac.in

Student Name _____

Code No. _____

CEPT Email ID _____

Contact No. _____

Name of Program _____

Faculty of _____

Reason for Leave: _____

Duration of Leave: _____

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY

Program Coordinator Name _____

Leave approved for _____ days

Signature of Program Coordinator _____

Date: _____

e-mail notification sent to student on _____