

Leave Application Format

Please keep photocopies of this form always with you.

NOTE: Student will not be allowed to attend the next class if he/she fails to submit this form to the academic coordinator or Security Guard on the very first class after leave.

Date: _____

To
The Centre Head
FIITJEE Chennai Centre

Subject: Leave Application for my Son/Daughter.

Dear Sir,

My Son /Daughter whose particulars are as below

Name: _____ Enrollment No: _____ BatchCode: _____

- Is seriously ill and it is not in favour of his/her health to commute and attend the **FIITJEE** classes.
- Has some other engagement which under no circumstances can be avoided.

Kindly grant him leave from _____ till _____. I understand that by missing even one class it is just not a loss of one class. The next classes are based on the previous classes and by missing one class a student will not be able to even understand the topics to be taught in the next class. The situation is such, leave can not be avoided. I promise to myself that I'll take personal efforts to ensure that student takes full efforts to minimize the loss with the help of the other classmates before he/she goes for the next class.

Sincerely yours,

Father/Guardian's Name : _____ Signature: _____
Mobile No of Father/Guardian: _____ Signature of the student: _____