



Pakistan Institute of Development Economics

Quaid-i-Azam University Campus, Islamabad
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www.pide.org.pk

Semester Leave Application

Instructions: If you have not registered yourself for the current semester then you must apply for semester leave before the registration deadline to avoid being dismissed. Please consult semester academic calendar for important deadlines. Student in phase of research is not entitled for seeking Semester Leave. A student who completed the registration process of a semester but afterwards desire to drop the semester, in that case HEC fee refund policy will be applicable i.e., Full (100%) Fee Refund upto 7th day of convene of classes, Half (50%) Fee Refund from 8th -15th day of convene of classes, no Fee Refund (0%) refund from 16th day of convene of classes.

Registration No. _____

Name: _____
First Middle Last

Contact No. _____

Semester: Spring Fall Year _____

Program

PhD

MPhil

MSc

Department

Previously leave taken in the semester(s): _____; _____; _____

Give reasons for taking this semester leave:

PLEASE READ THE FOLLOWING AND SIGN:

I understand final approval of leave is subject to the approval of Competent Authority

Student's Signature _____

Date: _____

For Department

Received by	Name: _____ Signature: _____ Date: _____
Head of Department Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>	Name: _____ Signature: _____ Date: _____
Dean Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>	Signature: _____ Date: _____
Comments of Dean	

For Registrar Office

Registrar (Comments if any)	
Additional Registrar (Comments if any)	
Assistant Registrar (Comments if any)	