

**Important:** This form should be completed by the applicant and to be submitted to the Deputy Dean, Student Development & Community Engagement (SDCE), KIRKHS **TWO WEEKS BEFORE THE DATE OF ABSENCE.**

### **Absence from Class**

**[as stated in SAPER 2015, Schedule II, Part II No. 15 (1) (2)]**

1. Upon approval of the Dean of the Centre of Studies, a student who is involved in extracurricular activities may be allowed to miss up to 20 % of class attendance.
2. A student may apply to be excused from classes up to 10 working days from the Deputy Dean of the Centre of Studies provided that he has valid reason(s) supported by relevant document.

