

**GIRLS HOSTEL (RUNGTA-R1 EDUCATIONAL CAMPUS, BHILAI)**

**APPLICATION FOR LEAVE / SEEKING PERMISSION TO STAY OUT OF HOSTEL**

Name of Student : .....

Course :..... Semester:.....

Hostel Room no. :.....

Dates Requested :From ..... to ..... No. of Days:.....

Reason for Leave :.....

.....

.....

Address during leave: .....

.....

..... Mobile no. ....

Emergency Contact: Name ..... Mobile no. ....

Name ..... Mobile no. ....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:**

1. The Management reserves the right to accept or reject the request for leave.
2. Application is required to be submitted along with this form minimum 2 days in advance.

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**(FOR OFFICE USE ONLY)**

Request received on : \_\_\_\_\_ Parents/Guardians Consent enclosed : \_\_\_\_\_

Leave application granted by Principal enclosed : \_\_\_\_\_

**Leave Granted / Rejected**

(Signature of Hostel Warden)