

**DES's SHRI NAVALMAL FIRODIA LAW COLLEGE, PUNE**

**Application for Seeking Medical Leave**

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**(The student who wants to avail medical leave for the attendance should submit this medical leave application with relevant documents within 3 days of rejoining the classes.)**

**Additionally, In case of medical emergency student/parent/guardian shall send an email to the class teacher on urgent basis for informing absence.**

Details of student:-

Name of the Student	Class and Division	Contact number students.	Contact number parents.*
Email Id			

1. Medical ground/Ailment:-.....  
.....
2. Name of the treating doctor & qualifications: - .....
3. Duration of treatment: -.....
4. Number of days of hospitalization (if any):-.....
5. Fact/s found during treatment:-.....  
.....
6. Need travel for further treatment (period):- .....
7. Any other medical contingency:-.....

I the undersigned submit that the above information given by me is true and correct with all relevant documents attached. If however any information submitted is found to be incorrect then the college has the right to cancel the application for medical leave and my term will not be granted. The action taken by college shall be binding on me.

Signature of the Student :- .....

Name /class :- ..... Div:-.....

Signature of parents :-.....

Signature of class teacher:- .....

Note: - Documents to be attached with this application.

- Email sent to the class teacher in case of emergency.
- Medical certificate of doctor with prescribed treatment and period of rest required on his note prescription. (Physician /MD Medicine).
- If Admitted then the discharge paper of the hospital.
- Contact number of parents for cross verification is a must.