



To whom it may concern student's guardian: -----
----- respectful.

Best Regards,.....

The college student s affairs management is looking forward to cooperate with the guardians for the student s finest and best benefit. Prevent and be in command of any in convenience while students arrival and departure we departure we request the following:

Kindly review your daughter s timetable and fill in the following form, you should be aware that this consent is considered as an official document for your daughter s departure and arrival.

- I agree that my daughter leaves college.
The following procedure: daughter is requested to fill in the leave form.
- I disagree only if an emergency circumstance occurs
The following procedure:
 - Guardian is requested to send a written approval for student's departure.
 - Guardian is requested to contact the vice dean for girls affairs .

Student's guardian: -----

Mobile Number: -----

Relation ship: -----

Telephone Number: -----

Thank you for your grand cooperation

For enquiry : kindly contact (don't hesitate to contact the vice dean for students affairs),,

Telephone : 026900671 ext: 222.