Date

Student’s address

To: Director Undergraduate Studies/ Faculty of Architecture/ University of Moratuwa

Through;

Head/ Department of Town and Country Planning/ Faculty of Architecture/University of Moratuwa

Level 1 Coordinator, Department of Town and Country Planning

Dear Sir/ Madam

**Request for Long Term Leave (Index No)**

I am …………………..(index no) who has registered for the Bachelor of Science Honours in Town & Country Planning degree program at Department of Town and Country Planning, Faculty of Architecture, University of Moratuwa. My studies during the Level 01 semester 01 was disturbed due to …………………………………………………………………………………………………………………………………………………

Therefore, I wish to apply for long term leave and deregister for all the registered modules in Level 1 semester 1 as listed below

|  |  |
| --- | --- |
| * SP 1101 - Introduction to planning and design * SP 1102 - Communication through drawing * SP 1103 - Field reconnaissance and data sourcing * SP 1104 - Economics for spatial planning * SP 1105 - Ecology for planning * SP 1106 - Society culture and space | * SP 1107 - Mapping * SP 1108 - Communication through Information Technology * SP 1109 - Applied Mathematics 01 * SP 1110 - Communication in English * SP 1111 - Drama |

Also, I wish to apply for long term leave for Level 1 semester 2 as well. I am pleased to inform Administration of UOM that I have agreed to complete the Level 1 semester 1 as a fresh attempt with full participation along with new registration of intake 2022. I will continue Level 1 semester 2 and remaining level 3 and level 4 of the degree programme with the same intake 2022.

So, I humbly request you to allow me to skip Level 1 Semester 1 and Level 1 semester 2 (Full Academic year of 2021/2022) considering the above. Further, please make the necessary arrangements for me to deregister for all the registered modules in Level one semester One.

Thank You!

Your Faithfully,

……………………..

Name

Index No