

TO: ALL LKC FES STUDENTS

**Deadline for Leave of Absence application – October 2021 Trimester**

Please be informed the deadline for the application of Leave of Absence is Friday, week 5 of a short trimester.

If you wish to apply for Leave of Absence in the October 2021 Trimester, please fill in the attached [leave of absence](#) form, obtain the signature of your Academic Adviser to sign and email to respective staff in LKC FES Faculty General Office listed below latest by 5pm, Friday, 19 November 2021 (Week 5).

Programme	FGO in charge	Email address
3E	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
EC	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
ET	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
PH	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
CL	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
BI	Ms Lee Bee Yee	leeby@utar.edu.my
MH	Ms Lee Bee Yee	leeby@utar.edu.my
ME	Cik Noor Razia Binti Samardin	razia@utar.edu.my
MM	Cik Noor Razia Binti Samardin	razia@utar.edu.my
CI	Puan Nur Hanisah Binti Mohd Noh	hanisah@utar.edu.my
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SE	Puan Netty Akmal Binti Borhan	netty@utar.edu.my
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Thank you.

Faculty General Office  
Lee Kong Chian Faculty of Engineering and Science