



Participant Relations Section (PRS)

University Leave

Policy and Requirements

University Leave (New Intake – SID issued)

Policy	Requirements
<ul style="list-style-type: none"> Any scholarship/fee waiver being availed by the participant shall stand cancelled Tuition fee of the earned/registered credit hours will be charged as standard fee package of the respective degree program Leaving university will only be allowed after receiving clearance for all outstanding dues (credit hour wise) Registrar will approve the University Leave 	<ul style="list-style-type: none"> Submit application for University Leave stating the reason for leaving duly endorsed/approved by the CoD/Dean at PRS Helpdesk, 1st Floor, Admin Building or send request to prshelpdesk@umt.edu.pk Relevant document-based evidence (if any) Original SID Card (if received from PRS) Clearance from Student Success Initiative, Office of the Technology Enablement/IPC, Learning Resource Center (LRC), Office of the Registrar and Office of the Treasurer Copies of all previous academic credentials (if not available) Participant’s valid CNIC/B-Form copy (if not available)

University Leave (New Intake - if SID not issued)

Policy	Requirements
<ul style="list-style-type: none"> Any scholarship/fee waiver being availed by the participant shall stand cancelled Registrar will approve the University Leave 	<ul style="list-style-type: none"> Submit application for the University Leave stating the reason for leaving duly endorsed/approved by the Head Office of Information and Admissions at PRS Helpdesk, 1st Floor, Admin Building or send request to prshelpdesk@umt.edu.pk Relevant document-based evidence (if any) Original reference slip/card Participant’s valid CNIC/B-Form copy (if not available) Refund Form (if required)



Participant Relations Section (PRS)

University Leave (Existing Batches)

Policy	Requirements
<ul style="list-style-type: none">• Any scholarship/fee waiver being availed by the participant shall stand cancelled• Tuition fee of the earned/registered credit hours will be charged as per the standard fee of the respective degree program• Leaving university will only be allowed after receiving clearance for all outstanding dues (credit hour wise)• Registrar will approve the University Leave	<ul style="list-style-type: none">• Submit application for the University Leave stating the reason for leaving duly endorsed/approved by the CoD/Dean at PRS Helpdesk, 1st Floor, Admin Building or send request to prshelpdesk@umt.edu.pk• Relevant document-based evidence (if any)• Participant's valid CNIC/B-Form copy• Clearance from Student Success Initiative (SSI), Office of the Technology Enablement/IPC, Learning Resource Center (LRC), Office of the Registrar and Office of the Treasurer• Original SID Card• Refund Form (if required)