



Enable Withdrawal Option for Leave Application

User Guide

Introduction

This enhancement allows students to withdraw their leave applications when the application status is either **New** or **In Progress**. Previously, students could only cancel leave applications when the status was **New**.

Key Enhancements

- Students can withdraw leave applications with status **New** or **In Progress**.
- A new application status, **Withdrawn by Student**, is introduced.
- Email notifications are automatically sent to the student and relevant lecturers upon successful withdrawal.
- Withdrawal is not permitted for applications with status **Case Closed**.

Withdrawal Eligibility

Application Status	Withdrawal Allowed
New	Yes
In Progress	Yes
Case Closed	No

Status Transition

Current Status	New Status
New	Withdrawn by Student
In Progress	Withdrawn by Student

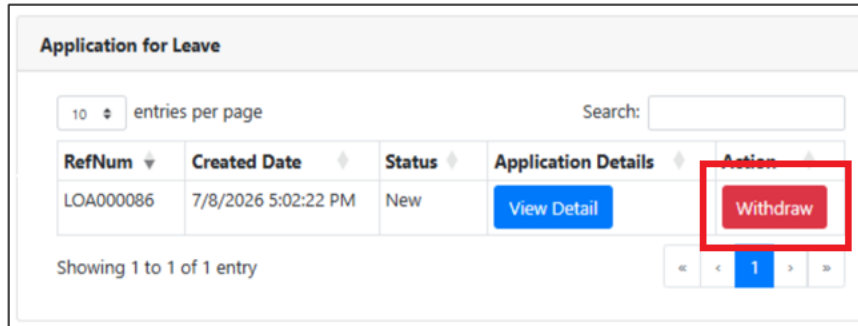
How to Withdraw a Leave Application

Students may withdraw a leave application using either of the following methods:

1. Request History
2. Leave Application Detail Page

Method 1: Withdrawal via Request History

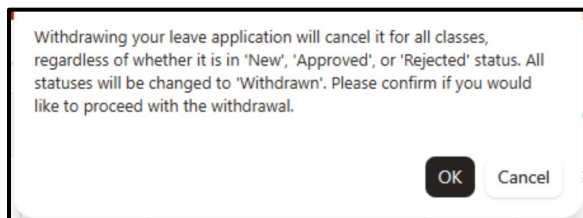
1. Navigate to **Request History > Application for Leave**.
2. Locate the leave application with status New or In Progress.
3. Click **Withdraw**.



The screenshot shows the 'Application for Leave' interface. At the top, there's a header 'Application for Leave'. Below it, there's a search bar and a dropdown for 'entries per page' set to 10. A table with the following columns is displayed: 'RefNum', 'Created Date', 'Status', 'Application Details', and 'Action'. The table contains one entry with 'RefNum' LOA000086, 'Created Date' 7/8/2026 5:02:22 PM, and 'Status' New. Under 'Application Details' is a 'View Detail' button. Under 'Action' is a red 'Withdraw' button, which is highlighted with a red rectangle. At the bottom, it says 'Showing 1 to 1 of 1 entry' and a pagination control showing '1'.

RefNum	Created Date	Status	Application Details	Action
LOA000086	7/8/2026 5:02:22 PM	New	View Detail	Withdraw

4. Review the confirmation message.
5. Click **OK** to proceed or **Cancel** to return without changes.



The screenshot shows a confirmation message dialog box. The text inside reads: 'Withdrawing your leave application will cancel it for all classes, regardless of whether it is in 'New', 'Approved', or 'Rejected' status. All statuses will be changed to 'Withdrawn'. Please confirm if you would like to proceed with the withdrawal.' At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Withdrawing your leave application will cancel it for all classes, regardless of whether it is in 'New', 'Approved', or 'Rejected' status. All statuses will be changed to 'Withdrawn'. Please confirm if you would like to proceed with the withdrawal.

[OK](#) [Cancel](#)

Method 2: Withdrawal via Leave Application Detail Page

1. Navigate to **Request History > Application for Leave**.
2. Select **View Detail** for the relevant application.

Application for Leave

10 entries per page Search:

RefNum	Created Date	Status	Application Details	Action
LOA000086	7/8/2026 5:02:22 PM	New	View Detail	Withdraw

Showing 1 to 1 of 1 entry

[<<](#) [<](#) [1](#) [>](#) [>>](#)

3. Click the **Withdraw** button.

Application for Leave

Type of Leave * : Planned Leave (future dates)
Period of Leave * : 01/08/2026 To 15/10/2026
Reason * : UAT

Class Details Section

Module Code	Module Name	Lecturer Name	Lecturer Email	Date From	Date To	Descriptions	Class Ke
AL-PHY	Physics	Shahidatulnuraishyah Rosli	Shahidatulnuraishyah.Rosli@taylors.edu.my	03/08/2026 08:00	03/08/2026 10:00	Practical	AL-PHY- Class 01 Sec 09(Practic
AL-FMA	Further Mathematics	Shahidatulnuraishyah Rosli	Shahidatulnuraishyah.Rosli@taylors.edu.my	05/08/2026 13:00	05/08/2026 14:00	Lecture	AL-FMA- Class 03 Sec 04(Lectur
AL-MAT	Mathematics	Vennash Rajan	Vennash.Rajan@taylors.edu.my	10/08/2026 10:00	10/08/2026 11:00	Lecture	AL-MAT- Class 01 Sec 16(Lectur

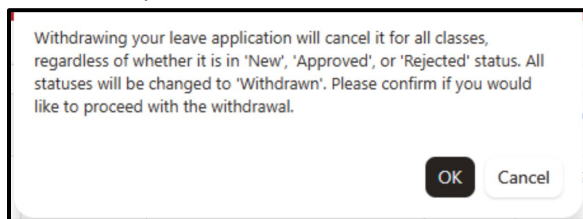
Supporting Documents Section

Attachment Type	Action
Supporting Document	Open Attachment

[Withdraw](#) 

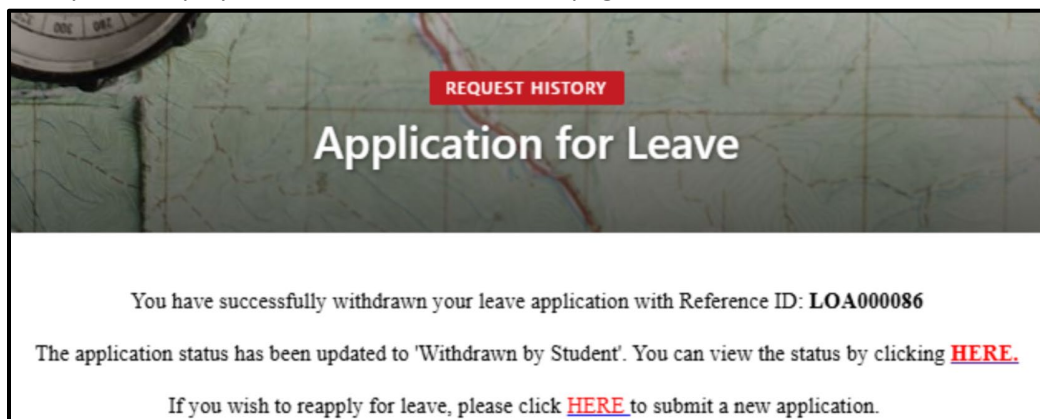
4. Review the confirmation message.

- Click **OK** to proceed or **Cancel** to return without changes.

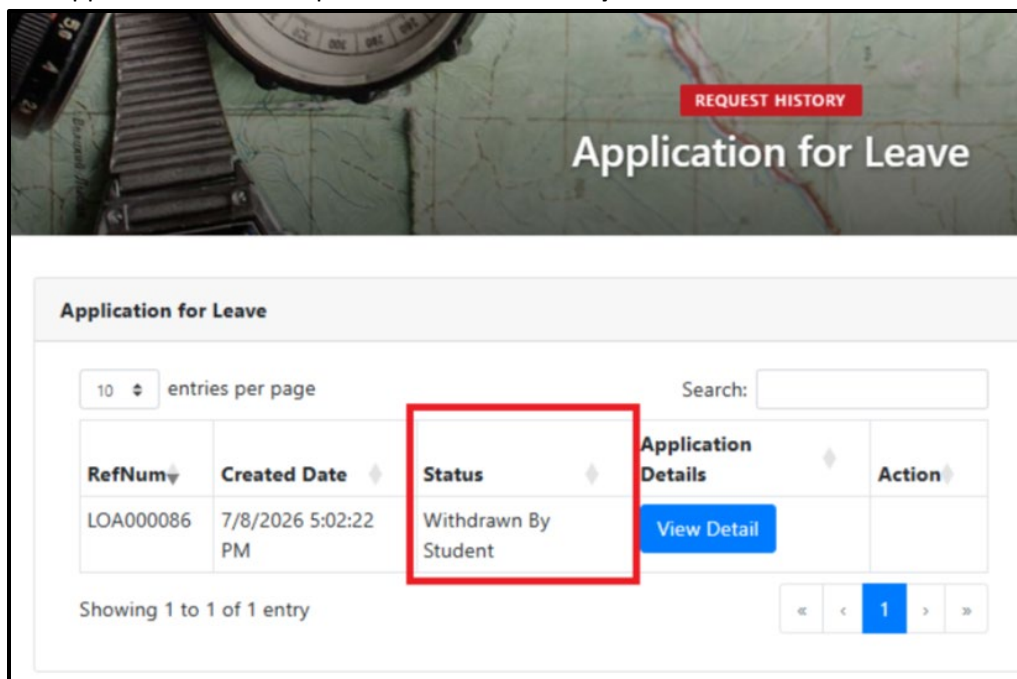


Result of Successful Withdrawal

- The system displays the Successful Withdrawal page.



- The application status is updated to **Withdrawn by Student**.



- All related class records are updated to Withdrawn regardless of their previous status (New, Approved, or Rejected).

Class Details Section							
Lecturer Name	Lecturer Email	Date From	Date To	Descriptions	Class Key	Remarks	Status
SURESH A/L MUNIANDY	Suresh.Muniandy@taylors.edu.my	03/08/2026 08:00	03/08/2026 10:00	Practical	AL-PHY-Class 01 Sec 09(Practical)	N/A	Withdrawn
THAVANAYAGAM NARAYANAN	Thavanayagam.Narayanan@taylors.edu.my	05/08/2026 13:00	05/08/2026 14:00	Lecture	AL-FMA-Class 03 Sec 04(Lecture)	N/A	Withdrawn
CHIN KOK FUI	KokFui.Chin@taylors.edu.my	10/08/2026 10:00	10/08/2026 11:00	Lecture	AL-MAT-Class 01 Sec 16(Lecture)	N/A	Withdrawn

- Email notifications are sent to the students and all relevant lecturers.

Application for Leave – LOA000086 Withdrawn on 11/8/2026 1:34:46 PM

 campuscentral@taylors.edu.my
To: [Redacted]

 Follow up. Completed on Tuesday, August 11, 2026.

Dear [Redacted],

This email confirms that your leave application has been successfully withdrawn at your request. If you wish to apply for leave again, please click [HERE](#) to submit a new application.

Thank you.

Yours sincerely,
Campus Central
Taylor's Lakeside Campus

Opening Hours: Monday to Friday, 8am to 6pm

Application for Leave - LOA000086 Withdrawn on 11/8/2026 1:34:47 PM



campuscentral@taylors.edu.my

To

Follow up. Completed on Tuesday, August 11, 2026.

Dear ,

This email serves as a notification that , has withdrawn his / her leave application. No further action is required from your end.

The application status has been updated to "Withdrawn by Student", and the student will receive an email confirming the withdrawal.

Module Code	Module Name	Date From	Date To	Descriptions	Class Key
AL-FMA	Further Mathematics	05/08/2026 13:00	05/08/2026 14:00	Lecture	AL-FMA-Class 03 Sec 04(Lecture)
AL-MAT	Mathematics	10/08/2026 10:00	10/08/2026 11:00	Lecture	AL-MAT-Class 01 Sec 16(Lecture)
AL-PHY	Physics	03/08/2026 08:00	03/08/2026 10:00	Practical	AL-PHY-Class 01 Sec 09(Practical)

Thank you.

Yours sincerely,
Campus Central

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