

Deferment Of Studies

RG/005/2017/ V1

RULES AND REGULATIONS

1. Application must be made within the stipulated due date in the Academic Calendar.
2. Student is allowed to defer his / her studies for a maximum of **2** semesters for all Programs.
3. **DEFERMENT FORM MUST BE COMPLETED & SIGNED IN ALL SECTIONS – INCOMPLETE FORM OR LATE SUBMISSION IS NOT VALID**

Section 1: Application Information (to be completed by student)

Name								
Student ID			Passport/ NRIC					
Program			Year		Sem		Hostel No	
Home Address								
House Telephone No				Mobile No				
Email Add								

Reason for Deferment

Supporting Documents

	Letter from Parents
Others	

Student's Signature _____	Date _____	Time _____

Section 2: Recommendation by Dean of Faculty

Application is	Recommended	Not Recommended	Date		Time
Student needs to register again in Year _____ Semester _____ Intake(Month)_____					

Justification by Dean of Faculty

Name : _____ Signature : _____ Date : _____



Section 3: Verification from Library

Outstanding Book(s)	_____	Library Fine RM _____
	_____	Name: _____
	_____	Signature: _____
	_____	Date: _____

Section 4: Verification By Bursary Department

Outstanding Payment must be settled in order to qualify for deferment of semester.	Student under loan/scholarship, please specify
Special Remarks _____	_____
_____	_____
_____	_____
Tuition Fee _____ month/s RM _____	Name _____
Exam Fee _____ month/s RM _____	_____
Hostel Fee _____ month/s RM _____	Signature _____

Notification Letter processed by Registry Dept

Remarks		

_____	_____	_____
Registrar	Signature	Date