

 $STUDENT\ REQUEST\ FORM\ FOR\ ALL\ PROGRAMMES\ (EXCLUDING\ ASC\ PROGRAMMES)$

LEAVE OF ABSENCE/WITHDRAWAL/DEFERRAL REQUEST FORM

Complete the form legibly using a ballpoint pen.

complete the fe	orm regiony using a bampon	nt pen.		
	SEC	CTION A — P	ERSONAL DATA	
1. Name				
Title	Surname		First Name	Middle Initial
2. Address				
3. Student ID # 4. Telephone Contact				
SECTION B – SITE, PROGRAMME & STATUS				
5. Site 6. Programme				
				me
9. Academic Year/Semester of 1 st Registration 10. Do you expect to complete your programme this academic year? ☐ Yes ☐ No				
SECTION C – STUDENT'S REQUEST				
11. Indicate n	ature <u>of</u> request			
ADMINISTRATIYE REQUESTS:				
☐ Leave of Absence From: Academic Year/Semester:				
To: Academic Year/Semester:				
You are to note the University's regulations regarding Leave of Absence:				
 Leave of Absence may be granted for one semester or for an Academic Year and terminates at the end of the period for which the application is approved. Supporting documents such as medical certificates or letters from employers should be attached if the basis for the leave of abscence 				
☐ Withdraw	al Academic Ye	ar/Semester:		_
• Please attach your original receipt, your copy of the GATE form, and Student ID card when submitting your withdrawal request.				
□ Deferral Academic Year:				
SECTION D – REASON FOR REQUEST 12. Please provide justification for your request below				
Signature of S	tudent		-	Date (dd/mm/yyyy)
☐ Request Approved. ☐ Request Denied 13. Please <u>state</u> reason(s) for the decision				
Site/Centre H	[ead			Date (dd/mm/yyyy)
FOR OFFICIAL USE ONLY:				
Tuition & fee	s			
☐ Retroactive	LOA Fee		Other (specify)	
	t Paid			Balance
1				