

DEFERMENT APPLICATION FORM

INSTRUCTIONS

1. Student is required to read **IMPORTANT GUIDELINES** carefully.
2. Please fill up the form completely using capital letter.

SECTION I (To be completed by student)

1. STUDENT'S PARTICULAR

NAME (Capital Letter)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
MATRIC NO	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
PROGRAMME	_____	LATEST CGPA :	_____																																						
EMAIL	_____	H/P NO.	_____																																						

2. REASON FOR DEFERMENT

Please tick (√) :

- | | | |
|--|--|--|
| <input type="checkbox"/> Financial problem | <input type="checkbox"/> Unable to cope with the course taught | <input type="checkbox"/> Extensive workload |
| <input type="checkbox"/> Personal matters | <input type="checkbox"/> Transportation problem | <input type="checkbox"/> Others (Please specify) : |
- _____
- _____

SEMESTER TO DEFER : _____

**Application only eligible for one deferment.*

Student's Signature

____ / ____ / ____
Date

SECTION II (To be completed by Scholarship Management & Financial Assistance Unit)

Please state name of the organization that awards the scholarship

Recommended by

Remarks

Signature

Date : ____ / ____ / ____

SECTION III (To be completed by Dean & Deputy Vice Chancellor)

Within ADD/DROP period YES NO

Justifications :

Recommended by

Approved by

Dean/ Director

Deputy Vice Chancellor

Date ____ / ____ / ____

Date ____ / ____ / ____

***Application is subject to the approval of the scholarship bodies.**

SECTION IV (To be completed by Student Accounts and Procurement Department)

Total Amount Chargeable : **RM** _____
Invoice No. : _____
Receipt No : _____

Signature & Stamp : _____

Name : _____

Date : ____ / ____ / ____

SECTION V (To be completed by Academic Administration Department)

Semester : Feb____ May/June____ Sept____ Others _____ (e.g: June 2016)

Received from Student _____ / ____ / ____
 Updated in SMS / PGS _____ / ____ / ____
 Informed / Called / Emailed to Student _____ / ____ / ____

Signature & Stamp _____ / ____ / ____
Date

*** Copy of the form has to be submitted to SMU if the student is under scholarship.**

IMPORTANT GUIDELINES

- Student is required to submit new application for further deferment subject to approval of the Dean.
- Completed application and supporting document (if any) must be submitted to Academic Administration Department and Only completed application will be processed.
- The application must reach Academic Administration Department with stipulated deadline given by University. Please refer to Academic Regulations.