POSTGRADUATE DEFERMENT OF STUDIES FORM (INTERNATIONAL STUDENT)

APPLICANT DETAILS	
Name	
Student ID	
Programme	
Passport No.	
Passport Expiry Date	
Deferring Semester	
Address	
Email Address	
Hand phone No.	

Reason of Deferring:

"I would defer my studies to the next or this semester because of the following reason/s" (If the reason is on medical grounds, please attach an original medical report). I also understand that my application for deferment of study will not be processed until I have settled all outstanding fees with university. I must attend all classes until my deferment is approved.

_____

_____

_____

_____ _____

Applicant Signature Date

IMPORTANT NOTES ON REFUND POLICY

Kindly note that the refund of tuition fees for a normal semester will based on the following table:

DROP AFTER COMMENCEMENT OF THE SEMESTER	**REFUND PORTION**
0-14 days	Full refund (credited to the next semester)
After 14 days – week 9	No refund
After week 9	Not allowed

**Kindly refer UNITEN Website > Academic Calendar.*

REVIEW FROM INTERNATIONAL OFFICE (Kindly tick)	**Remarks**
☐ Student Pass Expiry Date _____ ☐ Passport validity _____ ☐ Passport validity less than 1 year_____ ☐ Student Pass validity less 6 months _____ ☐ Student Pass has expired ☐ Currently student is overstaying ☐ Currently, IO extending student pass ☐ Student pass can renewed 3 month within return of student ☐ Currently, IO doing Special Pass for student ☐ Currently student renewing/ extending validity of passport	**Additional Comments and Recommendation:** _____ _____ _____ ☐ Recommended ☐ Not Recommended _____ _____ Signature and Chop Date

COGS ADMIN OFFICE	
Effective Date	
Student Status	
Debts	
Refund of Tuition Fee	☐ Full Refund: RM_____ ☐ No Refund ☐ Not allowed
Balance of Semesters	
Adjusted End of Candidature Date	

Checked by:

_____
Admin Assistant
College of Graduate Studies

Date:_____

Recommended / Not Recommended by:	Approved / Disapproved by:
_____ Admin Executive College of Graduate Studies Date:_____	_____ Deputy Dean College Of Graduate Studies Date: _____

Letter of deferment issued on	