

DEFERMENT FORM (Malaysian Students)

APPLICATION FOR LEAVE OF ABSENCE

Please complete all sections on this form in **BLOCK CAPITALS** AND submit the following documents to the Academic Department. Attach supporting documents such as medical reports, a supporting letter on why you are deferring (if applicable)

PERSONAL PARTICULARS

Full Name (as in NRIC)

Student ID No.

DEFERMENT PARTICULARS

I wish to defer from _____ (mm/yy) to _____ (mm/yy)

Please tick ✓ ☐ 1st time deferring ☐ 2nd time deferring ☐ 3rd time differing

☐ Others
(please specify)

I will be re-joining the programme in _____ (mm/yy)

Reason(s) for deferment (please ✓ all relevant options)

- ☐ Work Commitments
 ☐ Personal
 ☐ Family
 ☐ Medical
☐ Employment Opportunity
 ☐ Unable to meet the conditions of offer
 ☐ Financial Difficulties
☐ Others (please specify)

IMPORTANT NOTES AND MANDATORY DECLARATION

Please submit this form to the **Faculty**

- I hereby undertake that I am fully aware of, and will be bound by, the HELP University rules and regulations for this application.
- I declare that all the particulars provided by me in this form are correct.

Signature of Student

Name:

Date:

FOR ACADEMIC DEPARTMENT USE ONLY

Approval : ☐ Approved
☐ Reject

If reject, please indicate reason(s)

Department Stamp:

Signature:

Name:

Date:

FOR REGISTRY USE ONLY

Received by (DD/MM/YYYY)

Updated in EMS (DD/MM/YYYY)

Notification sent to student

(DD/MM/YYYY)

Admission Officer's Signature

Name:

Date: