

# DEFERMENT FORM (Malaysian Students)

## APPLICATION FOR LEAVE OF ABSENCE

Please complete all sections on this form in **CAPITAL LETTERS** 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 AND PROGRAMME PARTICULARS

Name (as in NRIC)

Student ID No.

### DEFERMENT PARTICULARS

I wish to defer from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Please tick ✓  1<sup>st</sup> time deferring  2<sup>nd</sup> time deferring  3<sup>rd</sup> time deferring

Others (specify)

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

Any AA / AE / SX / RA / IP / GP grade?  Yes. If Yes, please circle grade  No

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

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

### IMPORTANT NOTES AND MANDATORY DECLARATION

Please submit this form to the **Academic Department**

- 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 FACULTY USE ONLY

To check AA/AE/SX/RA/IP/GP grade as stated by student above (if applicable)

Advice/Action for student:

Approval:  Approve  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: