

### DEFERMENT APPLICATION FORM (SEMESTER)

1. Student is required to get the signature/confirmation from all relevant department.
2. This form is to be forwarded to the Hostel Warden 2 days before getting the approval from the Programme Coordinator.
3. Student is required to hand over all AMU properties which were seconded during study/practical period.
4. Completed form must be returned to A&R Department together with all supporting documents.\*

Student Name :		ID. No. :	
Correspondence Address :		Mobile No. :	
Parents/ Guardian Name :		House No. :	
		Contact No. :	
Programme :	IC/PP No. :	Entry Date :	
Hostel Room No :	Block/Venue :		
Deferred Semester :	Deferment Date :	Resume Date :	
Student Signature :	Date :		

#### REASON FOR DEFERMENT:

<b>1. PROGRAMME COORDINATOR</b>	<b>2. PROGRAMME DEAN</b>
Comment : Allowed / Not Allowed	Comment : Approved / Not Approved
Note :	Note :
Signature / Stamp / Name :	Signature / Stamp / Name :
Date :	Date :

<b>3. HOSTEL (WARDEN)</b>	<b>4. FINANCE DEPT. / PTPTN</b>
Property Damaged : Yes / No**	Fee arrears / Refund : Yes / No **
Note for property damaged :	Note :
Signature / Stamp / Name :	Signature / Stamp / Name :
Date :	Date :

<b>5. LIBRARY</b>	<b>6. ADMISSION AND RECORDS</b>
Book Loan / Fine : Yes / No **	Registrar :
Note :	Signature / Stamp / Name :
	Date :
Signature / Stamp / Name :	Status Updated : Yes / No **
Date :	Date / Updated By :

**Notes:**

- **Deferment after 21 days of new semester commencement - 100% semester fee will be charged.**
- **Deferment between 8 – 21 days of new semester commencement – 50% semester fee will be charged.**
- **Deferment between 0-7 days of semester commencement - no semester fee will be charged.**
- \* Supporting documents from student/ parents required.

- \*\* Delete whichever is not applicable.