



# INTERNATIONAL STUDENT DEFERMENT OF STUDIES FORM

APPLICANT DETAILS	
Name	
Student ID	
Programme	
Passport No.	
Passport Expiry Date	
Student Pass Expiry Date	
Deferring for Semester	
Address	
Email Address	
Handphone No.	

REASONS OF DEFERRING	
<p><b><i>"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 <u>will not be</u> processed until I have settled all outstanding fees with the university. I must attend all classes until my deferment is approved.</i></b></p> <hr/> <hr/> <hr/>	
Applicant Signature	Date

IMPORTANT NOTES ON REFUND POLICY														
<p>Kindly note that that the refund of tuition fees for a <u>normal semester</u> will based on the following table :</p>														
<table border="1"> <thead> <tr> <th>REFUND PORTION</th> <th>FOUNDATION DROP PERIOD</th> <th>DEGREE &amp; DIPLOMA DROP PERIOD</th> </tr> </thead> <tbody> <tr> <td>Full refund</td> <td>0-3 days after commencement of the semester</td> <td>0-7 days after commencement of the semester</td> </tr> <tr> <td>2/3 refund</td> <td>4-5 days after commencement of the semester</td> <td>8-14 days after commencement of the semester</td> </tr> <tr> <td>No refund</td> <td>After 5 days</td> <td>After 14 days</td> </tr> </tbody> </table>	REFUND PORTION	FOUNDATION DROP PERIOD	DEGREE & DIPLOMA DROP PERIOD	Full refund	0-3 days after commencement of the semester	0-7 days after commencement of the semester	2/3 refund	4-5 days after commencement of the semester	8-14 days after commencement of the semester	No refund	After 5 days	After 14 days	<p>*Kindly refer UNITEN Website &gt; Current Student &gt;Academic Calendar &amp; Important Dates for details</p>	
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REVIEW FROM INTERNATIONAL OFFICE (Kindly tick)	Remarks
<ul style="list-style-type: none"> <li><input type="checkbox"/> Student Pass expiry date _____</li> <li><input type="checkbox"/> Passport validity _____</li> <li><input type="checkbox"/> Passport validity less than 1 year _____</li> <li><input type="checkbox"/> Student Pass validity less 6 months _____</li> <li><input type="checkbox"/> Student Pass has expired</li> <li><input type="checkbox"/> Currently student is overstaying</li> <li><input type="checkbox"/> Currently, IO extending student pass</li> <li><input type="checkbox"/> Student pass can renewed 3 month within return of student</li> <li><input type="checkbox"/> Currently, IO doing Special Pass for student</li> <li><input type="checkbox"/> Currently student renewing/ extending validity of passport</li> </ul>	<p><b>Additional Comments and Recommendation :</b></p> <hr/> <hr/> <hr/> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/> Recommended         </div> <div style="text-align: center;"> <input type="checkbox"/> Not Recommended         </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>Signature and Chop</div> <div>Date</div> </div>

<i>REGISTRAR'S OFFICE USE</i>	
Effective Date	
Student Status	
Debts	<input type="checkbox"/> Yes : RM _____ <input type="checkbox"/> No
Refund of Tuition Fee	<input type="checkbox"/> Full Refund : RM _____ <input type="checkbox"/> 2/3 Refund <input type="checkbox"/> No Refund
Balance of Semesters	
Checked by :  ..... Administration Assistant (Enrollment) Registrar Office  Date:.....	
Recommended/ Not Recommended by:  ..... Assistant Registrar (Enrollment) Registrar Office  Date:.....	Approved /Disapproved by:  ..... Deputy Registrar (Enrollment) Registrar Office  Date:.....
<i>Letter of deferment issued on</i>	