



MOI UNIVERSITY
ISO 9001:2008 Certified Institution

APPLICATION FORM FOR DEFERMENT OF COURSES AND WITHDRAWAL FROM THE UNIVERSITY (FIVE (5) COPIES)

PART A (I) DEFERMENTS OF COURSES

I Mr. /Mrs. /Miss _____ Reg. No.: _____ Year of Study _____ Wish to apply to be allowed to suspend/defer my courses of study from (Date) _____ to _____ (Date) on account of the following: (Delete the inapplicable).

1. Short course outside the country
2. Ill health
3. Family problems
4. Financial difficulties
5. Other problems – please specify here below

NAME OF STUDENT _____ **SIGN.** _____ **DATE** _____

PART A (II) – WITHDRAWAL FROM UNIVERSITY

I Mr./Mrs./Miss _____ Reg. No.: _____ Year of Study _____ having considered all factors, I have decided to withdraw from University with effect from (Date) _____ my main reason(s) of withdrawing is/are as follows: (Delete the inapplicable).

1. To go to another institution
2. Inability to cope with the course
3. Financial problems
4. Personal and other social problems.
5. If non of the above please indicate here below

NAME OF STUDENT _____ **SIGN.** _____ **DATE** _____

(B) DEAN OF FACULTY/SCHOOL

I have to-date assessed the request for deferment or/withdrawal and I have accepted that the applicant may suspend/withdraw from the course with effect from Date: _____ to resume _____ date _____.

SIGNATURE _____ **DATE** _____

DEAN FACULTY/SCHOOL OF _____

(C) DEAN OF STUDENTS

I recommend that the applicant may proceed to suspend/withdraw from the course with effect from Date _____ to (Date) _____

SIGNATURE _____ **DATE** _____
DEAN OF STUDENTS

(D) DEPUTY VICE CHANCELLOR – STUDENT AFFAIRS (S.A)

The student has been granted permission to suspend/withdraw from the University

SIGNATURE _____ **DATE** _____
DVC, S.A **DATE**