

Tel:



REQUEST FOR ACADEMIC LEAVE/TRANSFER/DEFERMENT OF ADMISSION /SPECIAL EXAMS

NAME:.....ADM NO.....

PROGRAMME:.....

STAGE OF STUDY

TRIMESTER.

DATE.

- For academic leave fill sections B and C only.
- For deferment fill sections B, C and D
- For Appeals/Special Exams fill sections B and C

A. I hereby request (tick relevant one)

- 1. Academic leave
- 2. Transfer
- 3. Deferment of admission
- 4. Appeals/Special exams

(Specify).....

B. Give specific reasons for your request, indicating appropriate dates and semester/stage (please tick appropriately)

Financial Medical (attach medical documents) Compassionate

Others (specify)

Students Signature

Date

