



**OFFICE OF THE REGISTRAR (A & SA)**

**APPLICATION FOR DEFERMENT**

**Instruction:** If reason for deferment is sickness or bereavement, you are expected to attach a photocopy of documentary evidence as proof.

**Note:** No request will be approved without it having been cleared by Chairman of Department and the Dean of the School.

**PART A: STUDENTS DATA:** Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_  
 Dept: \_\_\_\_\_ School: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

I would kindly request your office to approve my application for deferment starting from Semester \_\_\_\_\_ of Academic Year \_\_\_\_\_ To semester \_\_\_\_\_ of Academic Year \_\_\_\_\_

Reason for request: \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART B: FOR OFFICIAL USE ONLY**

i. **COD's recommendation:** Request Approved /Not Approved \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ signature \_\_\_\_\_ date & Stamp \_\_\_\_\_

ii. **Deans recommendation:** Request Approved / Not Approved \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Stamp \_\_\_\_\_

**iii. Registrar's Office.**

Request Approved/ Not Approved

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date & Stamp** \_\_\_\_\_

**cc.**

- Chairman of Department
- Dean of school
- Dean of students
- Students finance
- Students file

