



The Energy University

POSTGRADUATE DEFERMENT OF STUDIES FORM (INTERNATIONAL STUDENT)

APPLICANT DETAILS

Name	
Student ID	
Programme	
Passport No.	
Passport Expiry Date	
Deferring Semester	
Address	
Email Address	
Hand phone No.	

Reason of Deferring:

"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 will not be processed until I have settled all outstanding fees with university. I must attend all classes until my deferment is approved.

Applicant Signature

Date

IMPORTANT NOTES ON REFUND POLICY

Kindly note that the refund of tuition fees for a normal semester will based on the following table:

DROP AFTER COMMENCEMENT OF THE SEMESTER	REFUND PORTION
0-14 days	Full refund (credited to the next semester)
After 14 days – week 9	No refund
After week 9	Not allowed

*Kindly refer UNITEN Website > Academic Calendar.

REVIEW FROM INTERNATIONAL OFFICE (Kindly tick)	Remarks
<input type="checkbox"/> Student Pass Expiry Date _____ <input type="checkbox"/> Passport validity _____ <input type="checkbox"/> Passport validity less than 1 year _____ <input type="checkbox"/> Student Pass validity less 6 months _____ <input type="checkbox"/> Student Pass has expired <input type="checkbox"/> Currently student is overstaying <input type="checkbox"/> Currently, IO extending student pass <input type="checkbox"/> Student pass can renewed 3 month within return of student <input type="checkbox"/> Currently, IO doing Special Pass for student <input type="checkbox"/> Currently student renewing/ extending validity of passport	<p>Additional Comments and Recommendation:</p> <p>_____</p> <p>_____</p> <p>_____</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Recommended </div> <div style="text-align: center;"> <input type="checkbox"/> Not Recommended </div> </div> <p>_____</p> <div style="display: flex; justify-content: space-between;"> Signature and Stamp Date </div>
COGS ADMIN OFFICE	
Effective Date	
Student Status	
Debts	
Refund of Tuition Fee	<input type="checkbox"/> Full Refund: RM _____ <input type="checkbox"/> No Refund <input type="checkbox"/> Not allowed
Balance of Semesters	
Adjusted End of Candidature Date	
Checked by: _____ Admin Assistant College of Graduate Studies Date: _____	
Recommended / Not Recommended by: _____ Admin Executive College of Graduate Studies Date: _____	Approved / Disapproved by: _____ Deputy Dean College Of Graduate Studies Date: _____
Letter of deferment issued on	