

**APPLICATION TO DEFER STUDIES (INTERNATIONAL STUDENT)**

APPLICANT DETAILS			
Name			
Student ID			
Programme			
Passport No.		Citizenship	
Passport Expiry Date			
Student Pass Expiry Date			
Semester to Defer			
Email			
Handphone No.			
REASON FOR DEFERMENT OF STUDIES			
<i>I decide to defer my studies because of the following reason/s. 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>			
<hr/> <hr/> <hr/> <hr/> <hr/>			
Signature _____		Date _____	
IMPORTANT NOTES ON REFUND POLICY			
Kindly note that that the refund of tuition fees for a <u>normal semester</u> will based on the following 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	
*Please refer to UNIVEN Website > Current Student > Academic Calendar & Important Dates for details			
REVIEW FROM INTERNATIONAL OFFICE			
<i>(Kindly tick ✓ Remarks)</i> <ul style="list-style-type: none"><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 renew 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		Additional Comments and Recommendation: <hr/> <hr/> <hr/> <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended</div> <hr/> <div style="display: flex; justify-content: space-between;">Signature and Official StampDate</div>	

***Please submit the completed form to Registrar Counter, UNIVEN Customer Centre (UCC), Admin Building or email enrol@univen.edu.my**

REGISTRAR'S OFFICE USE

Effective Date

Student Status

Debts Yes: RM _____ No

Refund of Tuition Fee Full Refund Not Applicable
 2/3 Refund
 No Refund

Balance of Semesters

Checked by:

.....
Administration Assistant (Enrolment)
Registrar Office

Date:.....

Recommended / Not Recommended by:

.....
Assistant Registrar (Enrolment)
Registrar Office

Date:.....

Approved / Not Approved by:

.....
Deputy Registrar (Enrolment)
Registrar Office

Date:.....

Letter of deferment issued on