RESUMPTION OF STUDY REQUEST FORM

Please **PRINT** (**WRITE IN CAPITAL LETTERS**) the required information clearly.

SECTION A: PERSONAL DETAILS

ID NUMBER:

TITLE:	FIRST NAME:	MIDDLE NAME:	LAST NAME:

Telephone: _____   Mobile:_____   Email:_____

Are you sponsored or private? ☐ Private   ☐ Sponsored   Name of Sponsor:_____

SECTION B: STUDY DISRUPTION INFORMATION

Course:

Study period you left: Year

a) STUDY DISCONTINUE/UNITS WITHDRAWAL

1. Did you submitted request for Study Discontinued/Units Withdrawal or Leave of Absence (LOA) to SAS or Faculty:
☐ YES   ☐ NO   Go to 3.

2. Did you get Study Discontinue/Units Withdrawal or LOA approval?: ☐ YES   ☐ NO

If yes: Approval date: _____   Approval letter reference:_____   ☐ Discontinue/Withdrawal   ☐ LOA

If no: Explain why you did not get approval:

_____

_____

_____

3. Give reasons why you left without approval of Study Discontinue/Units Withdrawal or LOA. Attached supporting documents.

_____

_____

_____

_____

b) DISMISSALS

1. Were you discontinued from study due to dismissals – attached copy of dismissal document(s):
    i.   Unsatisfactory academic performance   ☐ Termination   ☐ Suspension
    ii.   Disciplinary issues   ☐ Termination   ☐ Suspension

2. Did you completed dismissal requirements?   ☐ Yes   ☐ No Go to 3.

3. Give reasons why you want to resume studies when you did not meet dismissal requirements? Attached documents.

    _____

    _____

    _____

SECTION C: RESUMPTION OF STUDY REQUEST

Study period you request to resume study: [   ]   Year [   ]

I declare that the provided information and attached documents are true.

Signature: _____   Date:_____

SECTION D: FACULTY DEAN/DIRECTOR/MANAGER (OFFICAL USE ONLY)

☐ Approve   ☐ Disapprove   ☐ Pending

Comment:

_____

_____

_____

Name:_____   Signature: _____   Date:_____

SECTION E: STUDENT ACADEMIC SERVICES - REGISTRAR/PASO (OFFICIAL USE ONLY)

☐ Enrolment approve   ☐ Enrolment denied   ☐ Pending – Required conditions has to be met prior to enrolment

Name:_____   Signature:_____   Date:_____

SECTION F: STUDENT ACADEMIC SERVICES – ADMISSION & ENROLMENT UNIT (OFFICIAL USE ONLY)

☐ Enrolment of unit(s) completed as per Enrolment procedure.

SAS Officer:_____   Signature:_____   Date: _____