



KARATINA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & STUDENT AFFAIRS)

APPLICATION FOR DEFERMENT OF COURSES & WITHDRAWAL FROM THE UNIVERSITY

PART A. DEFERMENTS OF COURSES:

I Mr/Mrs/Ms: Reg. No:
 Mobile No: (+254)..... P.O. Box: Code: Town: wish
 to request to be allowed to defer /suspend my (1st,2nd, 3rd, 4th) Year, (1st, 2nd) Semester
 studies from (mm/yy).....to (mm/yy)..... on account
 of the following (tick applicable). *Please attach a copy of your admission letter.*

- Financial difficulties
 Ill health
 Maternity leave
 Lack of quorum
 Late registration
 Family problems
 Job limitations
 Studies outside the country
 Other reasons (please specify here).....

Signature: Date: (dd/mm/yy).....

PART B. WITHDRAWAL FROM THE UNIVERSITY:

I Mr/Mrs/Ms: Reg No:
 Year of Study: Mobile No: (+254)..... P.O Box: Code:
 Town: having considered all factors, wish to withdraw from the University
 with effect from (dd/mm/yy) on account of the following (tick applicable)

- Transfer to another institution Inability to cope with the course Financial problems
 Personal & other social problems Other reasons (please specify here)

Signature: Date: (dd/mm/yy).....

(For Official Use)

PART C. HEAD OF DEPARTMENT:

I have to date assessed the request for deferment/withdrawal and I have accepted that the applicant may
 defer/withdraw from the course from date (mm/yy)..... to date (mm/yy)

Signature: Date: (dd/mm/yy).....

(Head of Department)

PART D. DEAN OF SCHOOL:

I have to date assessed the request for deferment/withdrawal and I have accepted that the applicant may
 defer/withdraw from the course from date (mm/yy) to date (mm/yy)

Signature: Date: (dd/mm/yy).....

(Dean of School)

PART E. DEAN OF STUDENTS:

I recommend that the applicant may proceed to defer/withdraw from the course with effect from date
 (mm/yy) to date (mm/yy).....

Signature: Date: (dd/mm/yy).....

(Dean of Students)

PART F. REGISTRAR (ARSA):

The student has been granted permission to defer/withdraw from the University

Signature: Date: (dd/mm/yy).....

(Registrar ARSA)