

卫理毕理学院

Methodist Pilley Institute

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APPLICATION FOR DEFERMENT or LEAVE FROM STUDIES

RETURN THIS APPLICATION TO:- The Head of Student Admission

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No. _____

Programme Title _____

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Intake	FEB	MAY	SEP
Year			

Department _____

Student Status: Full Time / Part Time

Address: _____

Day-time Contact Number: _____ Email Address: _____

II. APPLICATION DETAILS

I wish to defer my study at Methodist Pilley Institute from Semester _____ of _____ academic year to the end of Semester _____ of _____ academic year and to resume study in the following semester. I understand that I should remain in my class until I receive the written approval from the Department.

Reason(s) for application _____

Supporting documents *are/are not attached. (*delete as appropriate)

Signature of student

Date of application

FOR OFFICE USE

III. DECISION OF FACULTY / DEPARTMENT (Please tick the appropriate box)

Application is ☐ approved ☐ not approved

☐ The period of deferment or leave from studies will not be counted towards the maximum period of registration of the student.

Signature _____
Head of Department

Date _____

NOTES TO STUDENTS

1. Application for deferment or leave from studies for the current academic year/semester must be submitted upon the urgent need to do so. For deferment or leave for studies for the following academic year/semester, application should be submitted before the commencement of that academic year/semester.
2. The period of deferment or leave from studies will not be counted towards the maximum period of registration. The maximum period of registration for a programme is specified in the relevant programme document which is normally must not exceed 5 years.
3. Please complete Section I and II of this form. The completed form should be returned together with documentary proof, such as medical certification or letter of certification from the employer, to the Department of Student Admission. The Institute reserves the right to request for the original copy of the documentary proof, where necessary. Applications without valid documentary proof will not be processed.
4. New students who apply for deferment of study BEFORE the commencement of their 1st semester and have paid the tuition fee that semester will be eligible for a refund except the registration fee.

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Application received on _____ by _____.

Deferment or leave from studies application sent to HOD by _____ on _____.

*Approval / Disapproval notice to student by _____ on _____.

For a student who will not be able to follow the specified progression pattern upon resumption of study, the programme offering faculty/department should either assign or adjust the student's subjects as appropriate.

**delete as appropriate*