



KAIMOSI FRIENDS UNIVERSITY (KAFU)

OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

APPLICATION FORM FOR DEFERMENT OF STUDIES

PART A: PERSONAL DETAILS

Applicant's Name..... Email.....
 Registration Number..... Phone No.....
 Nationality..... ID/Passport.....
 Date you joined Kaimosi Friends University.....

PART B: DEFERMENT DETAILS

School/Faculty..... Department.....
 Name of Programme.....
 Current Year of Study (e.g 1st year).....Academic Year.....Semester.....

(Attach progress report-all transcripts for completed study period)

Deferment period: From Semester..... of Academic Year.....to Semester.....of Academic Year.....

PART C: REASON (S) FOR DEFERMENT

1. Financial Problems ()
2. Sickness ()
3. Bereavement ()
4. Any Other: Specify.....

Previous Deferment (s)

ACADEMIC YEAR	FROM	TO

NOTE: highlighted

Documentary evidence for reason(s) provided above **MUST** be attached.

No student is allowed to defer studies more than three times

Consecutive Deferment of studies shall not be allowed.

Signature of Student..... Date.....

PART D: FOR OFFICIAL USE ONLY

i. CHAIR OF DEPARTMENT

Request Approved/not approved.

Name..... Signature & Stamp..... Date.....

ii. DEAN OF SCHOOL

Request Approved/not approved.

Name..... Signature & Stamp..... Date.....

iii. DEAN OF STUDENTS

Request Approved/not approved.

Name..... Signature & Stamp..... Date.....

iv. REGISTRAR (ACDEMIC AFFAIRS)

Request Approved/not approved.

Name..... Signature & Stamp..... Date.....

Deferment effected in ERP ☐

CC: Chair of Department

Dean of School

Dean of Students

Student Finance

Student's File



Kaimosi Friends University (KAFU) is ISO 9001:2015 certified