



## 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 1<sup>st</sup> 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*