



## POSTPONEMENT OF STUDIES FORM

### RULES AND REGULATIONS:

- A student is allowed to postpone his/her studies with a valid reason(s). Application must be sent to the Vice President Academic by filling up this form within nine (9) weeks after the commencement of the semester.

### TO BE FILLED BY STUDENT

1. Name : \_\_\_\_\_
2. Student ID No : \_\_\_\_\_
3. Programme : \_\_\_\_\_
4. Intake : \_\_\_\_\_
5. Semester : \_\_\_\_\_
6. Sponsorship : \_\_\_\_\_
7. Contact Number: \_\_\_\_\_
8. Number of semester(s) applied for postponement : \_\_\_\_\_
9. Reason(s) for postponement (Please attach supporting document(s)) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### LIST OF SUBJECT REGISTER (CURRENT SEMESTER)

COURSE CODE	COURSE NAME	LECTURER

Date : \_\_\_\_\_

Student's Signature : \_\_\_\_\_

**VICE PRESIDENT ACADEMIC USE**

Application is Recommended / Not Recommended

Student need to register again in Semester/ Session \_\_\_\_\_ year \_\_\_\_\_

Date : \_\_\_\_\_ Signature & Stamp : \_\_\_\_\_

**ACADEMIC OFFICE USE**

Academic Status: Good / Probation 1 / Probation 2 GPA: \_\_\_\_\_ CGPA: \_\_\_\_\_

Status of student in SPBU is updated by:

Name :

Designation :

Date : \_\_\_\_\_ Signature & Stamp : \_\_\_\_\_