



XIAMEN UNIVERSITY MALAYSIA

廈門大學馬來西亞分校

OFFICE OF ACADEMIC AFFAIRS

Reference No. : XMUM.OAA - 100/1/10-V2.1

Effective Date : 16 OCT 2019

DEFERMENT APPLICATION FORM

Notes:

1. Please consult the Dean/ Director of your current Programme/ Department first before applying for the deferment of study.
2. The period granted for the deferment of study does not exceed ONE semester for international students and ONE year for Malaysian Students.
3. The University may take up to 5 working days to process the application.
4. After going through all the steps below, please submit this form to the Academic Affairs Office.

SECTION I : To be Completed by the Student

Full Name	Lee Yang	Student ID	AIT2009896
NRIC/ Passport No.	031110050271	Nationality	Malaysian
Email	ait2009896@xmu.edu.my	Contact No.	0123226431
Programme	AIT	Intake	2009
Student Pass Expiry Date (for International Students only)	03/04/2023	Room No.	
Deferment Period	From 03/09/2023 To 19/1/2024		
Reasons for Deferment (Please provide full details)	Temporary study at 42KL due to financial constraints.		

SECTION II : Declaration by the Student

- I hereby undertake that I am fully aware of and will be bound by the Xiamen University Malaysia rules and regulations for this application.
- I declare that all the information provided in support of my application is correct and complete.
- I understand the consequences of the above request and accept responsibility to re-enroll by the stipulated re-enrolment deadline.
- I hereby enclose a copy of air ticket and other supporting document(s) for this application. (for international students only)

Signature: Lee

Date: 9/16/2023

SECTION III : Acknowledgement and Consent by the Parent/ Guardian*

Parent/ Guardian Name	Lee Siew Ann	Contact No.	0122126431
NRIC/ Passport No.	731228055251	Relationship	father
Signature	<u>[Signature]</u>	Date	9/16/2023

*Please attach a formal agreement letter from your parent/ guardian including the above-mentioned information if they are at oversea.

SECTION IV : Acknowledgement by Relevant Offices

Dean/ Programme Coordinator	Name:	Comment:
	Date:	
	Signature:	
Director of Academic Affairs (B1#217)	Name:	Comment:
	Date:	
	Signature:	

Admission Officer (B1#109)	Name:	Comment: <input type="checkbox"/> Updating of student status <input type="checkbox"/> Issuance of approval letter for Deferment of Study
	Date:	
	Signature:	
International Student Affairs (B1#107) (for International Students Only)	Name:	Comment: <input type="checkbox"/> Relevant supporting documents <input type="checkbox"/> Verification of air ticket
	Date:	
	Signature:	

SECTION V : Clearance

Library (B1#101) All borrowed books have been returned; all overdue book fines or lost book penalty have been paid (if any); Printing Service Bill.	Name:	Comment:
	Date:	
	Signature:	
Office of Student Affairs (B1#107) Check out of accommodation; settle damage penalty (if any); terminate work-study programme (if applicable), etc.	Name:	Comment:
	Date:	
	Signature:	
Operation and Maintenance Office (B1#G13) At least 2 working days to check Accommodation Electricity Usage	Name:	Comment:
	Date:	
	Signature:	
Finance Office (B1#216) Full settlement of any overdue payments (if any)	Name:	Comment:
	Date:	
	Signature:	

SECTION VI : Completed Deferment Form Received by Office of Academic Affairs

Comments	<input type="checkbox"/> Deferment Accepted and Completed <input type="checkbox"/> Deferment Accepted but not Completed <input type="checkbox"/> Things to complete (if any): _____	
Official Deferment Date	DD / MM / YYYY	
Acknowledged and Agreed by,		Received by Office of Academic Affairs,
Name: _____ Date: _____		Name: _____ Date: _____

SECTION VII : For Office of Academic Affairs Use Only

Deferment Record No.		
Main Reason for Deferment	<input type="checkbox"/> Health Problem <input type="checkbox"/> Financial Problem <input type="checkbox"/> Personal Reason <input type="checkbox"/> Others: _____	
Updating in System	Updated by: _____	Date: _____