



Reskilling To Equip Africa

KARUNGU TECHNICAL TRAINING COLLEGE

OFFICE OF THE REGISTRAR

(ACADEMIC, RESEARCH & STUDENT AFFAIRS)

APPLICATION FOR DEFERMENT OF COURSES & WITHDRAWAL FROM THE COLLEGE

PART A. DEFERMENTS OF COURSES:

I Mr. /Mrs. /Ms.: Reg. No:
 Mobile No: (+254)..... P.O. Box: Code: Town:
 wish to request to be allowed to defer /suspend my (1st, 2nd) Year, (1st, 2nd, 3rd)
semester studies from (mm/yy).....to
 (mm/yy)..... on account of the following (tick applicable).

Please attach a copy of your admission letter.

- ☐ Financial difficulties
- ☐ Ill health
- ☐ Maternity leave
- ☐ Lack of quorum
- ☐ Late registration
- ☐ Family problems
- ☐ Job limitations
- ☐ Studies outside the country
- ☐ Other reasons (please specify here)

Signature: Date: (dd/mm/yy).....

PART B. WITHDRAWAL FROM THE COLLEGE:

I Mr. /Mrs. /Ms.: Reg No:

Year of Study: Mobile No: (+254)..... P.O Box: Code:

Town: having considered all factors, wish to withdraw from the
College with effect from (dd/mm/yy) On account of the following
(tick applicable)

- ☐ Transfer to another institution
- ☐ Inability to cope with the course
- ☐ Financial problems
- ☐ Personal & other social problems
- ☐ Other reasons
- ☐ (Please specify here)

.....
.....

Signature: Date: (dd/mm/yy).....

(For Official Use)

PART C. HEAD OF DEPARTMENT:

I have to date assessed the request for deferment/withdrawal and I have accepted that the
applicant may defer/withdraw from the course from date (mm/yy)..... to date
(mm/yy)

Signature: Date: (dd/mm/yy).....

(Head of Department)

PART D. DEAN OF SCHOOL:

I have to date assessed the request for deferment/withdrawal and I have accepted that the applicant may defer/withdraw from the course from date (mm/yy) to date (mm/yy)

Signature: **Date: (dd/mm/yy)**.....

(Dean of School)

PART E.DEAN OF STUDENTS:

I recommend that the applicant may proceed to defer/withdraw from the course with effect from date (mm/yy) to date (mm/yy).....

Signature: **Date: (dd/mm/yy)**.....

(Dean of Students)

PART F. REGISTRAR (ARSA):

The student has been granted permission to defer/withdraw from the University

Signature: **Date: (dd/mm/yy)**.....

(Registrar ARSA)