Postponement of Study Policy

Procedure #	AA-104-P4	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

Postponement of Study Procedure

1. Definitions

1.1. **Regular Semester / Semester:** A period of time not less than fifteen weeks, excluding the registration and final exams periods, in which academic courses are offered.

2. Procedure

2.1 The student who wishes to postpone the study shall fill out the "*Postponement of Study Application Form*" and submits the application form in person to the Director of Admission and Registration. The student may elect to authorize his/her guardian, father or brother in writing or any individual with a legally binding authorization to submit the form and complete the postponement process.

2.2 After the approval of the Admission and Registration Department, the student or his/her authorized representative, fills out the "*Student Clearance Form*" and obtain the clearance signatures and stamps of:

A) Chancellor Assistant for Legal Affairs who checks Student Identification and the student representative Identification and authenticity of the authorization.

B) Director of University Library,

C) Director of Information Technology Center,

D) Director of Security,

E) Dean of Student Affairs, and

F) Director of Finance.

2.3 The Director of Finance approves the clearance after all outstanding fees are paid in full or a financial settlement is worked out with the student.

2.4 The student, or his/her authorized representative, submits the approved Postponement of Study Application Form and "*Student Clearance Form*" to the Director of Admission and Registration.

2.5 The Director of Admission and Registration directs a Registrar Officer to:

A) Make copies of the Postpone Studying and the Clearance Form,

B) Provide the student copies of the approved Postponement of Study Application and Clearance forms,

C) Obtain receipt signature of the student, or his/her authorized representative, on the original Postponement of Study Application Form,

D) Implement the student withdrawal on the system, and

E) Keep the "*Postponement of Study Application Form*" and the "*Student Clearance Form*" in the student's file for safeguard.

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3. Related Documents

3.1. Postponement of Study Application Form (AA-104-F4)

3.2. Student Clearance Form (AA-111-F2)