



OFFICIAL USE: (Approved / Rejected)

Date:

Name:

Signature:

UNIVERSITY OF CANBERRA - BACHELOR OF BUSINESS ADMINISTRATION

REQUEST FOR DEFERMENT OF STUDIES

Name: \_\_\_\_\_

Student No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Subject(s) Allocated for Term \_\_\_\_\_

Table with 2 columns: Subject Code, Subject Name

Deferment Period:- From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ (DD) (MM) (YY) (DD) (MM) (YY)

(\*Please note that the maximum deferment period is 1 year from the date of deferment notice.)

Resume Studies in: \_\_\_/\_\_\_ (MM) (YY)

Reason for Deferment (Please attach supporting documents if necessary)

Horizontal lines for writing the reason for deferment.

I, \_\_\_\_\_, student no: \_\_\_\_\_, understand that the deferment will result in the delay of my graduation. I will also make an advanced instalment in order to hold my deferment.

Signature of Student

Date

Official Reply / Confirmation

Dear \_\_\_\_\_, (Name of Student)

Please be informed that your request for the deferment of the course has been approved / rejected. We confirm that your deferment period will be from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (DD) (MM) (YY) (DD) (MM) (YY).

Thank you.

Signature/ Official Stamp

Date