

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.
 - F) Send a request to the IT Center to temporally cease access to withdrawn student IT services including the student email, e-learning and library accounts.

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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)