



INTERRUPTION OF STUDIES FORM

Student ID No:	Full Name:
Date of Birth:	Major:
Mobile No:	Private Email:

PART A: DEFERRAL OF STUDIES / WITHDRAWAL FROM ASHESI

If you intend to defer your studies, kindly complete this section of the form and submit it to the Academic Registry at least **two weeks** before the commencement of the semester within which you wish to defer your studies. Please, read Section 5.26 (on Deferral of Studies) in the *Student Handbook* very carefully before completing and submitting this form.

Declaration of Intention: I want to:

- Defer my programme for one semester** **Defer my programme for two semesters**
 Voluntarily withdraw from Ashesi University

Current academic level:

- First (Freshman) Year** **Second (Sophomore) Year**
 Third (Junior) Year **Fourth (Senior) Year**

Reason for deferral/withdrawal:

- Financial** **Academic**
 Personal **Other**
(Please specify)

Indicate Scholarship Status (if applicable):

- MCF** **Other** (e.g. Tullow, etc)
 AFA **Fee Paying**

If you ticked **Other** (above), indicate the name of the scholarship type/agency below

.....

.....

Deferment begins from:

End of deferment period:.....

.....
 Student's Signature

.....
 Date

Office Use Only

Academic Advisor's Approval:

Signature

Date

HOD's Approval:

Signature

Date

Sponsor/Financial Aid Approval:

(For MCF scholars or other students on scholarship)

Signature

Date

Provost's Approval:

Signature

Date

Academic Registry: (Received)

Stamp

Signature

Date

Deferment approved for: One Semester Two Semesters Deferment Letter issued :



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PART B: RESUMPTION OF STUDIES

If you intend to resume your studies, kindly complete this section of the form and submit it to the Academic Registry before the end of the registration period of the semester within which you wish to resume your studies. You will be considered as permanently withdrawn from Ashesi if you fail to resume your studies within two semesters. When submitting this form, attach a completed **Individual Curriculum Planning Form** outlining a realistic plan towards graduation, taking into consideration the semester(s) you stayed away from school during your deferment period. You are strongly advised to see the Academic Advisor to assist you complete the **Individual Curriculum Planning Form**.

Attached completed Individual Curriculum Planning Form: Yes No
 (If dismissed and re-admitted):

Submitted formal written application for re-admission: Yes No
 Completed admission application form for re-admission: Yes No
 Submitted a letter of recommendation from a staff/faculty: Yes No
 Evidence of academic work during absence from Ashesi: Yes No
 Volunteerism/community service during absence from Ashesi: Yes No
 Submitted acceptance letter for re-admission: Yes No

Last date of attendance: No. of semesters left to graduate:.....
 Deferment Period: Expected year of graduation:
 Met with Academic Advisor: Yes No Paid the requisite fees: Yes No

.....
 Student's Signature Date

Office Use Only

Academic Advisor's Approval:
<i>Signature</i>	Date
HOD's Approval:
<i>Signature</i>	Date
Sponsor/Financial Aid Approval:
(For MCF scholars or other students on scholarship) <i>Signature</i>	Date
Provost's Approval:
<i>Signature</i>	Date
Academic Registry: <div style="border: 1px solid black; border-radius: 10px; padding: 2px; display: inline-block;">Stamp</div>	Re-admission application form submitted to the Registry: <input type="checkbox"/> Resumption not approved: overstayed deferment period: <input type="checkbox"/> Resumption letter issued by Registry on:
Approved to resume studies beginning: <input type="checkbox"/> Fall (First) Semester 20... <input type="checkbox"/> Spring (Second) Semester 20....	