

**REGISTRATION AND STUDENT RECORDS
APPLICATION TO RESUME STUDIES**

SECTION 1 (To be completed by the student)

1.1 SURNAME:FORENAMES:

1.2 STUDENT REG NO:NATIONAL ID NO......

1.3 DEPARTMENT:MODE OF STUDY:.....

1.4 SCHOOL /FACULTY:.....

SEMESTER AND YEAR STUDIES WERE SUSPENDED: - SEMESTER..... YEAR.....

PART AT RESUMPTION OF STUDIES (Tick appropriate box)

PART 1 **PART 2** **PART 3** **PART 4**

NB. Attach the last examination results and copy of the approved deferment of studies

SIGNED: DATE.....
Student

SECTION 2: (FINANCE DEPARTMENT CLEARANCE)

I confirm the student has been cleared of the following:-

- (i) Breakages, damages, losses or repairs/maintenance arising from the above named student's previous occupation of the Institute residential accommodation;
- (ii) All previous outstanding fees.

SIGNED: DATE.....
Finance Department

SECTION 3: DEPARTMENTAL RECOMMENDATION (Please attach Departmental Board Minutes)

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SIGNED: DATE.....
Departmental Chairman

SECTION 4: SCHOOL BOARD

APPROVED/NOT APPROVED

SIGNED: DATE.....

Chairman School Board

OFFICIAL USE ONLY

Day/Month/Year

STUDENT RESUMED STUDIES ON

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SIGNED..... DATE.....

AR: Registration and Student Records