



GARISSA UNIVERSITY
OFFICE OF THE REGISTRAR
ACADEMIC & STUDENTS' AFFAIRS

Email: registrar_asa@gau.ac.ke
Email: admissions@gau.ac.ke

P. O. Box 1801-70100
Garissa, Kenya
www.garissauniversity.ac.ke

DEFERMENT/WITHDRAWAL APPLICATION FORM

(Fill the form in quadruple)

1. Personal Information (in Capital Letters)

- 2. Name (KCSE) _____ Gender _____ Reg. No. _____
- 3. Mobile No. _____ County _____ Location _____
- 4. Department _____ Programme (eg. BBM) _____ Year of Study _____
- 5. Mode of Study (✓Tick as appropriate); Regular [] Weekends [] Part time []

6. Part I: Deferment of Courses

I hereby apply to be allowed to defer my studies from _____ to _____
On account of the following reasons:

- a). Short course outside the Country.... []
- b). Ill health... []
- c). Financial Difficulties.... []
- d). Other Commitments (Specify) _____

Student`s Signature _____ National ID _____ Date _____

7. Part II: Withdrawal from the University

Having considered several factors, I have decided to withdraw from Garissa University from this Date _____ due to the following main reason(s);

- a). Going to another institution..... []
- b). Inability to cope with the Course..... []
- c). Financial Difficulties []
- d). Personal and other Social Challenges.... []
- e). Other Reasons (Specify) _____

Student`s Signature _____ National ID _____ Date _____

8. Head of Faculty/School/Department

I have assessed the application request and I have accepted that the student may(✓):

- a. Defer [] course from date _____ to _____ or
- b. Withdraw [] from the University from date _____

Name of Verifying Officer _____ Sign _____ Stamp&Date _____

9. Dean of students'

I recommend that the applicant may proceed to defer []/withdraw [] from the course as requested.

Name _____ Sign _____ Stamp&Date _____

10. Registrar-Academic & Students Affairs

The student has been granted permission to defer Course []/ withdraw from Garissa University.

Name _____ Sign _____ Stamp&Date _____

11. Important: Distribute the copies to the following Offices:

- A). Students' Finance B). Dean of Students' C). Dean of School Registered D). Admissions' Office (Student's File

Garissa University wishes you blessings in all your future endeavors.