



**SECTION IV ( To be completed by Student Accounts and Procurement Department)**

Total Amount Chargeable : **RM** \_\_\_\_\_  
Invoice No. : \_\_\_\_\_  
Receipt No : \_\_\_\_\_  
  
Signature & Stamp : \_\_\_\_\_  
  
Name : \_\_\_\_\_  
  
Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION V (To be completed by Academic Administration Department)**

Semester :  Feb \_\_\_\_  May/June \_\_\_\_  Sept \_\_\_\_  Others \_\_\_\_ (e.g:  June 2016 )

Received from Student \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Updated in SMS / PGS \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Informed / Called / Emailed to Student \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Signature & Stamp

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\* Copy of the form has to be submitted to SMU if the student is under scholarship.

**IMPORTANT GUIDELINES**

- Student is required to submit new application for further deferment subject to approval of the Dean.
- Completed application and supporting document (if any) must be submitted to Academic Administration Department and Only completed application will be processed.
- The application must reach Academic Administration Department with stipulated deadline given by University. Please refer to Academic Regulations.