 ZETECH UNIVERSITY Inventing the future	Zetech University P.O.Box 2768-00200,Nairobi Mobile:0719 034500 E-mail: admissions@zetech.ac.ke Website:www.zetech.ac.ke	
	REGISTRAR ACADEMIC AFFAIRS	
REQUEST FOR CHANGE OF COURSE/DEFERMENT/ACADEMIC LEAVE	Reference	F-7-12
	Issue/Rev.	1/4

NOTE:

1) Academic leave will be granted for a period of ONLY one year equivalent to two semesters continuously. A student shall forfeit the whole fee paid if they fail to apply for academic leave or part of the fee paid and coursework done before week three if they apply for leave after week three of the semester.

2) Deferment will be granted for a maximum period of one academic year equivalent to two continuous semesters.

3) Change of course should be done before the 3rd week of the semester.

STUDENT DETAILS

NAME.....ADMISSION NO.....

COURSE.....TERM/SEMESTER OF STUDY.....

TEL.....IDNO.....DATE

- For Academic Leave/ Deferment of reporting fill section 1. only.
- For course Transfer fill section 2. only.

SECTION 1: ACADEMIC LEAVE/DEFERMENT

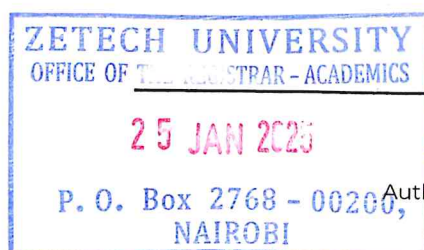
Deferment Starting date& ending date (Indicate Date, month and Year)

Academic Leave Starting date.....& ending date..... (Indicate Date, month and Year)

Give specific reasons for your request (Please tick appropriately)


Financial ☐ Medical (Attach medical documents) ☐

Compassionate ☐ Others (Specify) ☐



Authorized on 25/01/2025

REG-F-7-12

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SECTION 2: COURSE TRANSFER

From (Current Course).....Exam Body.....

To (New Course) Exam Body.....

KCSE Mean Grade..... (Attach KCSE slip and other relevant documents)

I declare that the information provided on this form and the information given in support of my application is correct and complete and consent to sharing my data for official use.

I acknowledge and understand the implication of my application on my fees and academic status.

Student's Signature.....Date.....

FOR OFFICIAL USE ONLY

1. HEAD OF DEPARTMENT

Accept..... Reject.....

Give Reasons for above.....

Name.....Signature.....

Date& Stamp.....

2. REGISTRAR ACADEMIC AFFAIRS

Accept..... Reject.....

Give Reasons for above.....

Name.....Signature.....

Date& Stamp.....