



# Maseno University

## OFFICE OF THE REGISTRAR (ACADEMIC&STUDENT AFFAIRS)

### RESUMPTION OF STUDIES FORM

(To be filled upon return after Suspension, Deferment/Leave of Absence & Halt)  
A Student resuming from Halt must provide proof of completion of resits.

#### a) Student's Details

Names \_\_\_\_\_  
Surname \_\_\_\_\_ Other names \_\_\_\_\_

Reg. No. \_\_\_\_\_

Programme: \_\_\_\_\_ School \_\_\_\_\_

Year of Study \_\_\_\_\_ Semester \_\_\_\_\_

Reason for Being away from Studies:

Leave of Absence  Deferment  Suspension  Halt

Period of Suspension/Deferment/Leave of Absence:

Year \_\_\_\_\_ Semester \_\_\_\_\_ Academic Year \_\_\_\_\_

Resumption of Studies:

Year \_\_\_\_\_ Semester \_\_\_\_\_ Academic Year \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### b) Director Student Affairs

*Student has completed the Suspension /Deferment period*

Yes

No

*Student has met all the stipulated conditions (for suspension)*

Yes

No

Comments \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**c) Relevant Head of Department**

*Student has completed the Suspension /Deferment /Leave of absence*

**Yes**

**No**

*There is a group in session which the student can join*

**Yes**

**No**

*The student has satisfactorily completed halt re-sits*

**Yes**

**No**

*The student is supposed to sit for Supplementary/Special Exams*

**Yes**

**No**

Comments \_\_\_\_\_

Date of Resumption \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** *Students who are supposed to sit for Supplementary/Examination should follow the laid down procedure for Registration/Payment as applicable.*

**d) Relevant Dean of School**

**Request for Resumption Approved/Not Approved**

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar (Academic Affairs)**

**Request for Resumption Approved/Not Approved**

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*CC: Student Finance Office, Dean of School, Head of Health Services, Dean of Students, Admissions Office, and Student's File.*