



Dubai campus

## SEMESTER FREEZE FORM (Continuing student)

Registration Number: \_\_\_\_\_ Name: \_\_\_\_\_

I would like to freeze the coming semester: \_\_\_\_\_

Reason for Freezing: \_\_\_\_\_

**I avail the visa sponsorship facility from SZABIST Dubai:    Yes / No**

**IMPORTANT NOTE:**

- If request for semester freeze is made after the start of the semester, a late request fee of AED 100 will be charged.
- Beyond 4 weeks a student's admission will be deactivated.
- A fee of AED 500 will be charged in order to restore active status.
- No visa facility will be provided during semester freeze period.

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

-----Do not write beyond this section-----

(For Office use only)			
Program Manager	PRO	Finance Officer	Records Controller
Semester Freeze Approved: Yes/No  Remarks: _____  _____  <div style="text-align: right;">_____ Signature and Date</div>	Remarks: _____  _____  <div style="text-align: right;">_____ Signature and Date</div>	Remarks: _____  _____  <div style="text-align: right;">_____ Signature and Date</div>	Remarks: _____  _____  <div style="text-align: right;">_____ Signature and Date</div>



Dubai campus

## **SEMESTER FREEZE FORM**

(New student)

Registration Number: \_\_\_\_\_ Name: \_\_\_\_\_

I would like to freeze the coming semester: \_\_\_\_\_

Reason for Freezing: \_\_\_\_\_

**I avail the visa sponsorship facility from SZABIST Dubai: Yes / No**

### **IMPORTANT NOTE:**

- 50% of the tuition fee is refundable if a semester freeze application is received at least two weeks before classes begin.
- 25% of the tuition fee is refundable if a semester freeze application is received one week before classes begin.
- No amount will be refunded if a student applies for semester freeze less than one week before the start of semester.
- No visa facility will be provided during semester freeze period.

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

-----Do not write beyond this section-----

(For Office use only)			
Program Manager	PRO	Finance Officer	Records Controller
Semester Freeze Approved: Yes/No	Remarks: _____	Remarks: _____	Remarks: _____
Remarks: _____	_____	_____	_____
_____	_____	_____	_____
_____ Signature and Date	_____ Signature and Date	_____ Signature and Date	_____ Signature and Date