

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form		Ref No.: TUM/Form/SGS/005
	Title: REQUEST FOR EXTENSION OF STUDY		
	Department: SCHOOL OF GRADUATE STUDIES		
	Issue No. 1	Revision No. 0	Date: 4th August 2016

Before completing this application form, please read the following notes:

1. Extensions up to a maximum of one year are permitted for both full-time and part-time students. The request must be made in quarters (3 months) and approved by both the supervisor and the Director of SGS.
2. Students will need to pay a fee of Kshs _____ for their first extension, in addition to the tuition fee.
3. If a student has already had the maximum permitted amount of extension, in exceptional circumstances a further period of extension may be approved by the Director of SGS. To request an exceptional period of extension, please use the '*Exceptional Circumstances Extension Request*' form, available on the SGS Office website.

SECTION A – To be completed by the student

Name	:	Reg. No.	:
Degree Programme	:	School	:
Correspondence Address	:		
Previous Extension Granted	:		
Reason for Extension Request	:		
Are you an overseas student on a course requiring ATAS clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No		



	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a HELB Loan during my PhD/MPhil <input type="checkbox"/> I am not in receipt of, and have not been in receipt of a HELB Loan during my PhD/MPhil
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Length of extension requested:

- 3 months
 6 months
 9 months
 12 months

Signed	:	Date	:
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(Student)

Section B – To be completed by the Principal Supervisor

I recommend that the student be permitted an extension of his/her research degree registration period.

Signed	:	Date	:
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(Principal Supervisor)

SECTION C – To be completed by the Dean of School/Faculty

Approval is given for an extension of registration as follows:

- 3 months
 6 months
 9 months
 12 months
 Full-time
 Part-time
 Pre-submission status

Signed	:	Date	:
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(Dean of School/Faculty)

SECTION C – To be completed by the Director of SGS

Approval is given for an extension of registration as follows:

- 3 months
 6 months
 9 months
 12 months
 Full-time
 Part-time
 Pre-submission status

Signed	:	Date	:
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(Director of SGS)

Once completed, please return to the Research Student Administration Office

