

# Application Form for Semester Discontinuation

**The Director / Deputy Director,**

Barani Institute of Information Technology (BIIT) Rwp.

**Subject: Request for Semester Break/ Discontinuation**

Dear Sir ,

Most respectfully, I want to request to discontinue my Semester (**Spring/Fall 20\_\_**)

due to the following reason.

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You are requested to kindly allow me to discontinue the semester (**Spring/Fall 20\_\_**).

**Note:** - If anyone wants to discontinue his studies for more than one semester, fresh application will be required in every semester. Maximum studies discontinuation period is two years (4 semesters). This application form is valid for only one semester.

**Approved by:**

**Reg. /App. No.** \_\_\_\_\_

Fee deposits: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

Fee adjustment Allowed/Not Allowed

**Discipline:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Student Copy.**

**Approved by:**

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

**Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Semester:(Spring 20\_\_ ) (Fall 20\_\_ )**

## For Teacher use only

**Student Name:** - \_\_\_\_\_ **Registration #:** \_\_\_\_\_

**Discipline:** - \_\_\_\_\_ **Section:-** \_\_\_\_\_

Please check the attendance record of above student and give necessary remarks.

Course Name	Attendance Remarks