



## INTERNAL MEMO

**To :** The Head of Department (.....)  
**From :**  
**Date :**  
**Subject:** Motivation for extended registration beyond regulation time

The above matter bears reference.

1. For reasons stated below, the mentioned student will not be able to complete his/her study in regulation time as prescribed by **UL General Rule G10**.
2. The supervisor, therefore, requests approval for extended registration.

Candidate	Student number	Qualification Code	First year of registration

Reasons for inability to complete	Motivation for extended registration
<b>Work plan for extended period of registration</b>	

Kind regards.

\_\_\_\_\_  
**Supervisor**

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

\_\_\_\_\_  
**Candidate**

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

## RECOMMENDATIONS

	Recommended	Not Recommended	Signature	Date
HOD				
Director				
Executive Dean				

