

FORM WC/REG/FRZ/06

Semester Freeze.

A formal request from a currently enrolled student to pause registration for one upcoming trimester.

POLICY Submit **before the Registration Deadline** of the current trimester to support@walshcollege.ae. Maximum two consecutive trimesters. Outstanding balances remain payable. Visa-sponsored students must coordinate with the Visa team. Return is via standard Form 01.

STUDENT	APPLICATION NO.	PROGRAM
SPECIALISATION	CURRENT TRIMESTER	ACADEMIC YEAR

TRIMESTER TO FREEZE Fall Winter Spring Summer **Planned return:** Fall Winter Spring
Tick one. Year noted in field above.
 Summer

REASON Medical Family / Personal Financial Employment Travel / Relocation Other
Tick the most relevant.

BRIEF EXPLANATION
Supporting docs may be requested.

DEPARTMENTAL SIGN-OFF

Each department reviews the live record before signing.

DEPARTMENT	VERIFICATIONS	SIGNATURE & NAME	DATE
01 ACADEMICS	<input type="checkbox"/> Current trimester attendance & standing reviewed <input type="checkbox"/> No pending coursework or integrity matters <input type="checkbox"/> Freeze does not delay programme completion beyond limit	NAME & ROLE	DD / MM / YY
02 ACCOUNTS	<input type="checkbox"/> Balance of previous instalments cleared <input type="checkbox"/> No outstanding balance from current or prior trimester <input type="checkbox"/> Refund / hold position recorded for the freeze period	NAME & ROLE	DD / MM / YY
03 VISA	<input type="checkbox"/> Visa sponsorship status checked (Walsh / Self / N/A) <input type="checkbox"/> Implications of freeze on UAE visa validity assessed <input type="checkbox"/> Action required during freeze noted (renew / cancel / hold)	NAME & ROLE	DD / MM / YY

FINAL APPROVAL — CAMPUS HEAD

Verified against live Walsh records. Freeze approved for one trimester only.

CAMPUS HEAD — NAME & SIGNATURE DATE

STUDENT ACKNOWLEDGEMENTS

- I understand this freeze covers **one trimester only**; any extension requires a fresh request.
- Outstanding balances** at the time of freeze remain payable; the freeze does not cancel financial obligations.
- If I am Walsh-sponsored, I understand **visa implications** will be assessed by the Visa team.
- The information I have provided in this form is **true and complete** to the best of my knowledge.
- Maximum continuous freeze is **two trimesters**; beyond this, formal deferral or withdrawal review applies.
- I will not have access to courses, the campus, or online learning systems during the frozen trimester.
- I must complete **standard trimester clearance (Form 01)** for my trimester of return.
- Falsifying any information on this form is grounds for academic action up to dismissal.

STUDENT SIGNATURE	DATE	PARENT / GUARDIAN / SPONSOR (IF APPLICABLE)	DATE
NAME (PRINT)	DD / MM / YY	NAME (PRINT)	DD / MM / YY