CENTRE FOR DISTANCE AND ONLINE EDUCATION
ANNA UNIVERSITY, CHENNAI 600 025

APPLICATION FOR TEMPORARY BREAK OF STUDY

(To be used by students studying under Distance Mode of Education**)**

This application duly filled in is to be sent to **The Director, Centre for Distance and online Education, Anna University, Chennai 600 025**.

Documents to be enclosed:

Following documents should be enclosed along with the application failing which the application for break of study will not be considered

1. **NO DUES Certificate** from the Study Centre.
2. Attested copy of Hall Ticket of previous Semester Examinations
3. Medical Certificate / Copy of Employer's order
4. Payment should be made through Online Mode and the receipt should be enclosed with this.
5. Self-addressed envelope with Rs.25/- stamped.

1.	Name of the Student	:
2.	Roll No.	:
3.	Mobile No.	:
4.	E-Mail ID	:
5.	Name of the Programme	: **MBA / MCA / MSc**
6.	Month and Year of admission to the **I** Semester	: Mar- / Sep-
7.	Name and address of Study Centre in which studying	:
8.	Current Semester (Number)	: **I / II / III / IV**
9.	No. of Semester (s) completed before break of study	:
10.	No. of Semesters **yet** to be completed	:
11.	Period of temporary break of study now applied for (**Ex:** ***Mar 2018 to Feb 2019***)	:
12.	Session during which the student proposes to rejoin and continue the Programme (**Example** (*i) Mar 2018 to Aug 2018 (ii) Sept 2018 to Feb 2019*)	:
13.	Month in which the maximum period for completion of the Programme ends as per Regulations	:

14. Whether the remaining period is adequate to complete the Programme after break of study :

15. Reasons for temporary break of study (Copy of proof is to be enclosed) : Medical Reasons / Employer's Order / Financial Reasons / Others

16. Full **address for communication** during the time of break of study (with Name,Mobile No,Pin Code) :

17. Details of temporary break of study availed previously, if any. (Copy of letter approving the break of study is to be enclosed) :

18. Details of the arrear courses of the previous Semesters to be completed, if any. (Mark sheets of the completed Semesters are tobe enclosed) :

NOTE:

I undertake that if there is any regulation change in my programme of study while rejoing. I will abide by the guidelines rules and regulations of the programme of study in existence at the time of rejoining. Also I give my consent to complete the total credits of the current regulations.

Students who studied in R-2018 and rejoined after taking BOS/Prevented due to lack of attendance in R-2023 has to submit the form below along with this form.

MBA - Click here for form

MCA - Click here for form

Station :

Date :

SIGNATURE OF THE STUDENT

(FOR STUDY CENTRE USE ONLY)

RECOMMENDED / NOT RECOMMENDED*

SIGNATURE OF THE COORDINATOR

DATE: **Seal of Study Centre** **NAME IN BLOCK LETTERS**

**** If not recommended reasons may be specified***

(FOR OFFICE USE ONLY)

1. Whether **NO DUE certificate** from the Study Centre is enclosed? : Yes/No
2. Whether attested copy of Hall Ticket is enclosed? : Yes/No
3. Whether Medical Certificate / Copy of Employer's order is enclosed? : Yes/No
4. Whether **Online Mode Payment** Receipt should be enclosed as applicable for break of study? : Yes/No
5. Whether the application is complete in all respects? : Yes/No

Break of study applied for may be approved /

Break of study applied for may not be approved

Date : **Signature of Set-in-charge**

APPROVED / NOT APPROVED

DIRECTOR

Centre for Distance and Online Education

CENTRE FOR DISTANCE AND ONLINE EDUCATION

ANNA UNIVERSITY, CHENNAI 600 025

Rules and Regulations for break of study

1. **Students rejoining after break of study will be governed by the Regulations which will be in force at the time of rejoining**.
2. A student is eligible for break of study for two Semesters period without any fee for break of study.
3. Break of study for more than two Semesters period is allowed on payment of fee for break of study at **Rs. 5,000**/- per Semester.
4. Students re-joining the programme on expiry of the period of break of study have to pay readmission fee of **Rs. 500**/- along with the Semester fee.
5. For students who paid the Semester fee and then avail break of study:
    a. If the request for break of study is received at the Centre for Distance Education before the commencement of classes, readmission fee alone be paid at the time of re-joining provided the break of study availed is for not more than two Semesters period. If the period of break of study exceeds two Semesters period break of study fee of Rs. 5000/- per Semester should also be paid.
    b. If the request for break of study is received at the Centre for Distance Education after the commencement of classes but within **Three Weeks'** time from the date of commencement of classes for that particular Semester and the student has not attended any class, readmission fee of **Rs. 500**/- and an additional sum of **Rs. 5,000/-** have to be paid at the time of rejoining. If such request is received after **Three Weeks** from the date of commencement of classes, full Semester fee, readmission fee and break of study fee as applicable is to be paid at the time of re-joining, even though the student has not attended any class.
    c. If the request for break of study is received at the Centre for Distance Education after the commencement of classes and the student has attended classes, then he / she has to pay the Semester fee, readmission fee and break of study fee as applicable at the time of re-joining.
6. Normally application in the prescribed format for permission for break of study with the recommendations of the Co-ordinator of the Study Centre concerned should be sent to the Director, Centre for Distance Education for consideration. However, to avoid anticipated delay in getting the recommendations of the Co-ordinator, etc., an advance copy of the application may be sent direct to the Director, Centre for Distance and Online Education.