



CENTRE FOR DISTANCE AND ONLINE EDUCATION
ANNA UNIVERSITY, CHENNAI - 600 025
ONLINE MBA Programme – BA & GM

APPLICATION FOR TEMPORARY BREAK OF STUDY(BOS)

Instructions to the Students:

Students applying for break of study(BOS) has to download this form. Kindly send the filled copy (with signature) of the BOS form and send as a single pdf document including all proof of the BOS documents to the e-mail id cdembaonline@gmail.com

1. Name of the Student :
2. Roll No. :
3. Registered Mobile Number :
4. Registered E-Mail :
5. Name of the Programme : Online MBA (BA / GM)
6. Month and Year of admission
to the I Semester :
7. No. of Semester (s) completed before
break of study :
8. Current semester : **I / II / III / IV**
9. No. of Semesters yet to be completed :
10. Period of temporary break of study
now applied for(Eg. Mar 2023 to Feb 2024) :
11. Session during which the student proposes to
rejoin and continue the Programme : AY 20 __ / CY 20__

12. Month in which the maximum period for completion of the Programme ends as per Regulations :

13. Whether the remaining period is adequate to complete the Programme after break of study (YES/NO)

14. Reasons for temporary break of study (Enclose-Copy of proof) :

15. Details of the arrear courses of the previous Semesters to be completed, if any :

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

Place :

Date :

Signature of the student

(FOR OFFICE USE ONLY)

1. Whether Student request form is enclosed? : Yes/No
2. Whether the remaining period is adequate to complete the Programme after break of study? : Yes/No
3. Whether break of study fee paid? : Yes/No

Break of study applied for may be approved /
Break of study applied for may not be approved

Recommended / Not Recommended :

Date:

Signature of Programme Coordinator

Name in BLOCK letters

Signature of Counselors / Mentors

(Batch No. : AY / CY 20 __)

Name in BLOCK letters

Note: If not recommended reasons may be specified.

APPROVED / NOT APPROVED

Director,CDE

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Rules and Regulations for break of study

1. Students rejoining after break of study will be governed by the Regulations which will be inforce 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. 5000/- 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 and Online 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 and Online 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. 5000/- 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 and Online 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 Signature of the student should be sent through the e-mail id cdembaonline@gmail.com