



**A P P L I C A T I O N   F O R   W I T H D R A W L   F R O M   A   P R O G R A M M E**

**SECTION 1 : STUDENT AND CONTACT INFORMATION**

\*FIRST NAME

\*MIDDLE NAME(S)

\*LAST NAME

\*I.D. #

EMAIL

CAMPUS ATTENDED

PHONE

 (HOME)  (MOBILE)  (WORK)

**SECTION 2 : PROGRAMME INFORMATION**

LAST COURSES TAKEN

  

**SECTION 3 : WITHDRAWAL INFORMATION**

REASON

  
  
  

**SECTION 4 : SIGNATURE**

\*NAME

\*SIGN HERE▶▶

DATE

 mm /  dd /  yyyy

**FOR OFFICIAL USE ONLY**

APPROVED BY

STUDENT SERVICES CO-ORDINATOR

SIGNATURE

DATE

 mm /  dd /  yyyy

PROCESSED BY THE REGISTRY AND ACTION TAKEN

NAME

SIGNATURE

**NOTE**

1. The form should be completed in duplicate and submitted to the HOD/Student Services Co-ordinator for approval.
2. Students requesting withdrawal from a programme may be required to pay the full cost of the course(s) for which they are currently enrolled if applying for withdrawal after the date to drop a course has passed.
3. Students wishing to rejoin a programme subsequently will be required to submit a new application form.