



PROGRAMME WITHDRAWAL APPLICATION FORM
REGISTRY DEPARTMENT

SECTION 1 : STUDENT CONTACT INFORMATION

(Please state the exact name as enrolled as a student at UCC)

*MANDATORY FIELDS

*FIRST NAME _____

*MIDDLE NAME(S) _____
(if applicable)

*LAST NAME _____

PHONE _____ (HOME) _____ (MOBILE) _____ (WORK)

*UCC I.D. # _____ UCC EMAIL _____

SECTION 2 : PROGRAMME INFORMATION

PROGRAMME OF STUDY _____ YEAR(S) ATTENDED _____
(e.g. BSc in Marketing) *(e.g. 2018-2022)*

CAMPUS(ES) ATTENDED _____

LAST COURSE(S) TAKEN _____

SECTION 3 : WITHDRAWAL INFORMATION

REASON _____

SECTION 4 : SIGNATURE

*NAME _____ *SIGN HERE ►► _____ DATE / /
mm / dd / yyyy

FOR OFFICIAL USE ONLY

APPROVED BY _____ HOD/PROGRAMME COORDINATOR _____ SIGNATURE _____ DATE SENT / /
mm / dd / yyyy

APPROVED BY _____ SFS REPRESENTATIVE _____ SIGNATURE _____ DATE SENT / /
mm / dd / yyyy

PROCESSED BY THE REGISTRY AND ACTION TAKEN _____ NAME _____ SIGNATURE _____

WITHDRAWAL PROCEDURE:

1. The form should be completed in duplicate and submitted to the HOD/Programme Coordinator 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.