



**UNIVERSITY COLLEGE OF THE CARIBBEAN**  
**INSTITUTE OF MANAGEMENT SCIENCES/  
 INSTITUTE OF MANAGEMENT & PRODUCTION**



Institute of  
Management  
Sciences  
*owners and operators of*



Institute of  
management &  
production

**APPLICATION FOR WITHDRAWAL FROM A PROGRAMME**

(this form to be submitted when applying for complete withdrawal from a programme)

<u>NAME:</u>		<u>CONTACT INFORMATION</u>	
		(W)	
		(H)	(C)
ID #		EMAIL ADDRESS:	
<u>PROGRAMME REGISTERED FOR:</u>		DATE STARTED PROGRAMME	
<u>CENTRE</u>			
<input type="checkbox"/> KINGSTON <input type="checkbox"/> MONTEGO BAY <input type="checkbox"/> OCHO RIOS <input type="checkbox"/> SAVANNA LA MAR <input type="checkbox"/> MANDEVILLE			
LAST COURSE(S) TAKEN			
_____			
_____			
REQUESTED DATE OF WITHDRAWAL:			
PLEASE SPECIFY REASONS FOR WITHDRAWAL (PLEASE USE ADDITIONAL PAPER IF NECESSARY)			
_____			
_____			
_____			
_____			
<b>APPLICANT'S SIGNATURE</b>		DATE	
<b>FOR OFFICIAL USE ONLY:</b>			
APPROVED BY:		DATE:	
_____			
HOD/ PROGRAMME COORDINATOR			
<b>PROCESSED BY THE REGISTRY &amp; ACTION TAKEN</b>			
_____			
_____			
<b>NOTE:</b>			
1. This form should be completed in duplicate and submitted to your 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 <b>will be required to submit a new application form.</b>			