



**A P P L I C A T I O N   F O R   W I T H D R A W   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 \_\_\_\_\_ DATE     /     /      
STUDENT SERVICES CO-ORDINATOR SIGNATURE mm / dd / yyyy

PROCESSED BY THE REGISTRY AND ACTION TAKEN \_\_\_\_\_  
NAME SIGNATURE

**NOTE**

1. The form should be completed in duplicate and submitted so 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.