



### APPLICATION FOR COURSE WITHDRAWAL

[Please read the 'Important Notes' before completing this Form]

#### STUDENT PERSONAL PARTICULARS

Name : \_\_\_\_\_

Student ID : \_\_\_\_\_

#### COURSE(S) TO WITHDRAW

Current semester: January / July

Year: \_\_\_\_\_

No.	Course Code	Course Title
1		
2		
3		

Total credit hours after course(s) withdrawal: \_\_\_\_\_

#### REASONS (S) FOR COURSE WITHDRAWAL

[Tick (✓) the appropriate box(es)]

1. Student-related reasons

- Medical
- Financial
- Family
- Emigration
- Entry to other institution of higher learning

3. Job-related reasons

- Frequent business trips
- Have to attend training courses (local or overseas)
- Heavy workload
- Irregular working hours
- Change of employment

2. Course-related reasons

- Loss of interest
- Taking too many courses in one semester

4. Others (please specify):

\_\_\_\_\_

\_\_\_\_\_

#### DECLARATION

I declare that all information given in this form is accurate and complete. I have read the Important Notes of this form and I agree to conform to the related Rules and Regulations of the University.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#### IMPORTANT NOTES

- This form **MUST BE SUBMITTED** no later than the 16<sup>th</sup> week of the semester. Any application for course withdrawal received after the stipulated deadline will **NOT** be entertained.

