



## APPLICATION FOR WITHDRAWAL FROM THE UNIVERSITY

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

### STUDENT PERSONAL PARTICULARS

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

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

### WITHDRAWAL FROM THE UNIVERSITY

Current semester: January / July

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

Programme Code	Programme Name

No.	Course Code	Course Title
1		
2		
3		
4		

### REASONS (S) FOR 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**

1. Student is required to settle all the financial obligations with the University and return all belongings to the University (if any).
  2. Please submit the completed form to your Regional Office.
  3. You will be notified of your application status within a week from the date of receipt.
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**FOR OFFICE USE ONLY**

**Library Clearance**

Returned all books/items borrowed.

**Finance Clearance**

Settled all the financial obligations with the University.

**Approved**       **Rejected**

**Remarks:**

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Processed by:

Authorized by:

Name : \_\_\_\_\_  
(Regional Office Manager)

Name : \_\_\_\_\_  
(Registrar)

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

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