



# Course Withdrawal Request Form

## SECTION 1 : STUDENT'S PARTICULARS

**Name** : \_\_\_\_\_  
**Student ID/Fin No.** : \_\_\_\_\_  
**Course Enrolled** : \_\_\_\_\_

### Declaration

I hereby confirm my intention to withdraw from the course stated above. I understand and agree that any refunds will be subject to the School's refund policy.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

*For Students below the age of 18 years old,*

\_\_\_\_\_  
**Parent's / Guardian's Name & Signature**

\_\_\_\_\_  
**Date**

## SECTION 2: FOR OFFICIAL USE ONLY

### Receipt of Withdrawal Request and Parent's Consent

Please ensure an accompanying parent's consent was provided with the application if student is below 18 years old.

**Name** : \_\_\_\_\_ **Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_ **Signature** : \_\_\_\_\_

Is Student Eligible for Refund? (Refer to Refund Request Form for Details)

Yes       No

## SECTION 3: WITHDRAWAL DETAILS

**Reasons for Withdrawal (Through Interview Session)**



#### SECTION 4: INTERVIEWER'S DETAILS

**Name** : \_\_\_\_\_ **Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_ **Signature** : \_\_\_\_\_

#### SECTION 5: MANAGEMENT APPROVAL

**Withdrawal Request is** :  Approved  Rejected

**Approver's Name** : \_\_\_\_\_ **Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_ **Signature** : \_\_\_\_\_