

To be filled out by the Student and submitted to the Administration Department
Please Note: This request will may follow up by an interview and you must allow 10 working days to be processed.

Student Signature:	Date:
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Request For Course Withdrawal or Cancellation Form

To be filled out by the Student and submitted to the Administration Department

Please Note: This request will may follow up by an interview and you must allow 10 working days to be processed.

Office Use Only (tick or circle)		
Received on/or before due date	Payment details	
Received after due date	Amount	
Unpaid tuition fees for the current study period (term)	Date paid	
Paid the tuition fees for the current study period (term)	Payment end date	
Verified by:	Date:	

Intervention Officer	
Student has completed the minimum of six months of the principal course of study:	Yes No
Overall attendance rate (%)	
Academic Course Progress	Satisfactory Unsatisfactory
Internal Appeal is requested	Yes No
If yes, the student must see PEO for interview	

Chief Executive Officer (CEO) (if applicable)	
Complaint form attached	Yes No
Notes	
External Appeal is requested:	Yes No

Chief Executive Officer / Admissions Officer	
Approve Application	Letter of Release
Reject Application	Letter of explaining refusal of release
Authorized Signature	Date
Comments	