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| Course Withdrawal Request Form |

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| Section 1 : student’s Particulars |

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| --- | --- | --- |
| 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 Institute’s refund policy.

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|  |  |  |
| Student’s Signature |  | **Date** |

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| 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.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

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

|  |  |
| --- | --- |
| 🞏 Yes | 🞏 No |

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| Section 3: withdrawal details |

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| Reasons for Withdrawal (Through Interview Session) |
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| Section 4: interviewer’s details |

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| **Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |

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| Section 5: management approval |

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| **Withdrawal Request is**  | **:** | 🞏 Approved | 🞏 Rejected |
| **Approver’s Name** | **:** |  | **Designation** | **:** |  |
| **Date** | **:** |  | **Signature** | **:** |  |