



REQUEST TO WITHDRAW/ADD COURSE

Student ID number:

PERSONAL DETAILS

Last Name:	First Name:	Middle Name:	Date of Birth:
<input type="text"/>			<input type="text"/>

Postal Address:

Telephone:

Fax:

Email:

Programme:	Major 1:	Major 2:	Minor:
<input type="text"/>			

Are you sponsored? ☐ Yes ☐ No

If yes, the name of sponsor: _____

(Attach a written and signed approval from your sponsor for the request to withdraw/add courses)

REQUEST DETAILS

I wish to withdraw from the following course(s):

Reasons for withdrawal:

I wish to add the following course(s):

Reasons for adding:

I accept that I am liable for any outstanding fee associated with my withdrawal from the course(s) listed above and take full responsibility for the payment in full for all outstanding fees.

Student's Signature _____

Date: _____

FOR OFFICIAL USE

Approval Granted: ☐ Yes ☐ No

Course(s) Withdrawn	Course(s) Added

Is approval from the sponsor attached? ☐ Yes ☐ No

Comments _____

Head of Department: Signature: _____ Date: _____

Dean of School: Signature: _____ Date: _____

Is refund of fees approved: ☐ Yes ☐ No

SAO/AR Signature: _____ Date: _____

Finance Officer: Signature _____ Date: _____

Verified: _____ Date: _____