

STUDENT CLEARANCE

STUDENT INFORMATION

ID#: _____ Name: _____

Program Type: Undergraduate Graduate Major: _____

Withdrawal Semester: 1st 2nd Summer Year: 20____ - 20____

Financial Source: Regular Scholarship Sponsorship Other _____

Activity: Deferral of Study Semester Withdrawal University Withdrawal Dismissal
 Other: _____

[Choose only one activity]

Reason: _____

APPROVAL FOR CLEARANCE

Dean of Students Signature: _____ Date: _____

Dean of School Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

DEPARTMENT CLEARANCE

Kindly ensure that the following are signed; after that, return the form to the Registration Office

ADMINISTRATIVE DEPARTMENT	NAME	SIGNATURE	DATE
Registration Office (Locker Key)			
Admission Office (ID Card)			
Scholarship Office			
Storekeeper (Books)			
IT Department			
Library			
Accounting Department			

Policies

- **Tuition Fees:** A student who officially withdraws from the University in accordance with official procedures is eligible for a tuition fees refund as follows: First/Second Semester
 - Before the first day of class of the semester 100% (if textbooks are returned)
 - Before the end of the first week of classes 80%
 - Before the end of the second week of classes 70%
 - Before the end of the third week of classes 50%
 - Before the end of the fourth week of classes 25%
 - After the fourth week of classes none
- **Other Fees:** No refunds will be given for other fees.
- **Withdrawal Grades:** A student who officially withdraws from the University will receive a Grade of W after 2 weeks of the first day of classes. If the student withdraws within 2 weeks from the first day of classes, she will be considered as a non-registered student. If the student withdraws after the deadline, she will receive a grade of DN or F according to the evaluation of her instructor.

REGISTRATION OFFICE COMMENT

Registration Office Signature: _____ Date: _____