



Villa College

❖ APPLICATION FOR WITHDRAWAL FROM PROGRAM

1. PERSONAL DETAILS

Name:

NID: Program:

Semester Intake: Student ID:

Correspondence Address:

Tel. No. (Home): Tel. No. (Office):

Mobile No.: Fax No.:

Email:

Are you sponsored? Yes No

If yes, the name of sponsor

(attach a written and signed approval letter from your sponsor)

2. REQUEST DETAILS

No.	Course Code	Course Name	Credit Hour
1			
2			
3			
4			
Total Credit			

Total credit registered

Total credit withdrawn

Total credit now

Reasons for withdrawal _____

I am aware that I am liable for any outstanding fees associated with my withdrawal from the courses named above and take full responsibility for ensuring that all outstanding fees are paid on for.

Student's signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Is the withdrawal of course approved? Yes No

Is refund of fees approved? Yes No

Comments: _____

Database update initial _____

Date _____

Signature and Official stamp _____

Date _____