



ALBUKHARY INTERNATIONAL UNIVERSITY

## APPLICATION FOR WITHDRAWAL FROM PROGRAMME

### Supporting Document Checked Box

- |   |                          |
|---|--------------------------|
| 1. Original Request Letter                  | <input type="checkbox"/> |
| 2. Photocopy of Passport/Current Visa/MyKad | <input type="checkbox"/> |
| 3. Other Relevant Supporting Documents      | <input type="checkbox"/> |

Applicants should meet with the Head of Programme for counselling before filing in this form. This withdrawal Form must be completed and returned with your student card to the Admission Unit Records.

### SECTION 1 : STUDENT'S REQUEST

Name : \_\_\_\_\_  
Student ID No. : \_\_\_\_\_ IC No./Passport No. : \_\_\_\_\_  
School/Centre : \_\_\_\_\_  
Mailing Address : \_\_\_\_\_  
Postcode : \_\_\_\_\_ City & State : \_\_\_\_\_ Country : \_\_\_\_\_  
Programme : \_\_\_\_\_  
Level of Study : \_\_\_\_\_  
Contact No. : \_\_\_\_\_ Email Address : \_\_\_\_\_

I wish to withdraw from the programme, please tick (✓) ONE:

☐ English Preparatory ☐ Foundation Studies Programme ☐ Undergraduate Programme

For the reason below (Please tick [✓] the following boxes):

☐ Unable to cope with studies ☐ English language difficulties  
☐ Financial difficulties ☐ Medical reasons  
☐ Personal difficulties ☐ Others (Please specify): \_\_\_\_\_

### SECTION 2 : STUDENT'S DECLARATION

I declare that all information stated in the application form is true and correct.

.....

**Signature**

.....

**Date**

### SECTION 3 : CONSULTATION WITH UNIVERSITY'S COUNSELLOR

Finding(s)/Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

**Name**

.....

**Signature & Official Stamp**

.....

**Date**

#### SECTION 4 : INTERNATIONAL STUDENT AND SUPPORTS UNIT

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**Name**

.....  
**Signature & Official Stamp**

.....  
**Date**

#### SECTION 5 : APPROVAL FROM HEAD OF PROGRAMME

I hereby, ☐ Approve the withdrawal application.  
☐ Not approve

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**Name**

.....  
**Signature & Official Stamp**

.....  
**Date**

#### SECTION 6 : APPROVAL FROM DEAN

I certify that the student has been counseled by me at the school level in determining the seriousness of his/her application. Considering all facts and background of the student,

I hereby, ☐ Approve the withdrawal application.  
☐ Not approve

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**Name**

.....  
**Signature & Official Stamp**

.....  
**Date**

#### SECTION 7 : ADMISSION AND RECORD UNIT

The student application had been updated into the system on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_.

.....  
**Name**

.....  
**Signature & Official Stamp**

.....  
**Date**