



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 Not approve the withdrawal application.

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 Not approve the withdrawal application.

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