

Request To Withdraw From A Course/Program

We undertake that your particulars will be kept confidential and will not be divulged to any third party without your prior consent. *If you are eligible for a refund, please complete and submit the Refund Request Form and refunds will be processed according to the refund policy as stated in the Student Handbook or other University documentation.

Student Details (please print in CAPITAL LETTERS)

Last Name: _____ Matriculation ID:

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First Name: _____ Contact Telephone: _____

Address: _____ Address 2: _____

Postal Code: _____ Email: _____

Date of Application: _____

Program/Course Details

Program Code: (e.g., BBA) _____

If withdrawing from a course(s), please indicate the following details:

Course Code	Course Title	Instructor Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reasons for Withdrawal

I would like to withdraw from my program with effect from _____. I understand that I am required to fulfill the following before my withdrawal will take effect:

- a) make all outstanding payments to Northrise University
- b) return all borrowed property owned by Northrise University
- c) return the Student ID to the Library

Reasons for Withdrawal: _____

Signature: _____ Date: _____

Official Use:

Exit Interview Date: _____ Time: _____

Interviewed by: _____ Staff ID: _____

Remarks: _____

To be completed by Accountant

Item (a) cleared Yes No

Accountant Name: _____

Accountant Signature: _____

Date: _____

To be completed by Librarian

Item (b) and (c) cleared Yes No

Librarian Name: _____

Librarian Signature: _____

Date: _____

To be completed by Dean of Academic Affairs

Approved Not Approved

Program Director Signature: _____

Date: _____

Remarks: _____
