



**COURSE WITHDRAWAL FORM**

Reg. No#: \_\_\_\_\_ Name: \_\_\_\_\_ Program: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

COURSE CODE	COURSE NAME	CREDIT HOURS	TEACHER'S SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			

Reason for withdrawing: \_\_\_\_\_

**IMPORTANT NOTE:**

- Withdrawal policy for all the semesters (including first semester) is the same. The process of course withdrawal is as below:
  - The request for withdrawal has to be made prior to the 12th session through ZabDesk's Online Course Withdrawal option.
  - The request for withdrawal has to be approved by Academics, Program Manager and Records Department.
    - Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.
    - In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.
- Course withdrawal and refund policy is as below:
  - In case of withdrawal from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester.

For course withdrawal, refund of fee is as below:

For Courses of 3 Hours per Week	Refunded Fee
Before 4th session	50 percent
Before 8th session	25 percent
8th session to before 12th session	No refund
12th session and onwards	Withdrawal not allowed

In Case of forced De-registration, tuition fee for course(s) will be carried forward.

\_\_\_\_\_  
Student's Signature & Date

-----Do not write beyond this section-----

(For Office use only)			
Program Manager	Academic Controller	Finance Officer	Records Controller
Course Withdrawal Approved: Yes/No			
Remarks: _____	Remarks: _____	Remarks: _____	Remarks: _____
_____	_____	_____	_____
_____ Signature and Date	_____ Signature and Date	_____ Signature and Date	_____ Signature and Date