

**COURSES TO BE REGISTERED**

Reg. No#: _____ Name: _____ Program: _____ Semester & Year: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Student may:

- Transfer from one course to another within 2 weeks of the start of the semester. Attendance from course can also be transferred; however students are responsible to make up for missed work and assignments given.
- 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.
 - 5% VAT applicable as per U.A.E Federal Tax Authority regulations
For course withdrawal, refund of fee is as below:

For Each Course	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.

Program Manager – Sign & Date_____
Student - Sign & Date