
	Reference No.: SPC-FO-REG-21	Effectivity Date: January 05, 2025	Revision No.: 01
CANCELLATION OF ENROLLMENT			
PROCEDURE: 1. Fill out the form with the required information. 2. Affix the signature of your parent/guardian for the consent. 3. Submit the form to the Registrar's Office for the cancellation of enrolled course/s. 4. For students of the graduate programs, proceed to the Accounting/Assessment Section for reassessment.			
Name (Last, First M.I.)			
College:		Program and Year:	
Semester:		Academic Year:	
Contact Number:		Email Address:	
COURSE/S TO BE CANCELLED			
Code	Course Title		Unit/s
Reason for Cancellation:			
Requested by:		Received by:	
Signature over Printed Name of Student Date Signed:		Signature over Printed Name of Registrar's Staff Date Signed:	
Signature over Printed Name of Parent/Guardian Date Signed:			

STUDENT'S COPY

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REGISTRAR'S COPY