KUWAIT TECHNICAL COLLEGE
كلية الكويت التقنية

Semester Withdrawal/Leave of Absence Request Form

☐ **Semester Withdrawal**   ☐ **Leave of Absence**

Student name : _____   K-TECH ID: _____

Academic Program: ☐ Information Technology ☐ Business Management   Major: ☐NSAS ☐NDA ☐SAP ☐WAP ☐MIS ☐S&M ☐E-Com

Telephone No : _____   Sponsor: ☐ PUC   ☐ Private   ☐ Other

Academic Year : _____   Semester: ☐ Fall   ☐ Spring

Reason for the Request (Please submit a strong documented justification with this request form)

☐ Academic: _____

☐ Personal: _____

☐ Financial: _____

☐ Others: _____

Financial penalties will be applied to the student according to the due dates shown on the academic calendar.

Student's Signature: _____   **Date:** _____

	Signature	Date Signed
1. Library	_____	_____
2. Technical Support Department	_____	_____
3. Accounting Department	_____	_____
4. Student Advisor	_____	_____
5. Academic Department Chair	_____	_____
6. Vice President for Student Affairs	_____	_____

Processed By

Name: _____

Signature: _____

Date: _____

Head of Admission & Registration

Signature: _____

Date: _____