



Course Withdrawal Form

Note: - Please refer to K-TECH Academic Calendar for the related financial penalties regarding course withdrawals.
- PUC scholarship students are required to take a minimum of 12 credits per semester.

Please provide the following information:

Student Name: _____

K-TECH ID: _____

Program: ☐ Information Technology ☐ Business Management

Major: ☐ NSAS ☐ NDA ☐ SAP ☐ WAP ☐ MIS ☐ S&M ☐ E-Com

Telephone No.: _____

Advisor Name: _____

Semester/Year Course Taken: ☐ Fall 20__ ☐ Spring 20__

I hereby confirm my withdrawal from the following course(s):

Course Code & No.	Sec.	Course Title	No. of Credits	Instructor Signature

Student's Signature

_____/_____/_____
Date

Academic Advisor Signature

_____/_____/_____
Date

Head of Department Signature

_____/_____/_____
Date

FINANCE DEPARTMENT

Cashier Signature

_____/_____/_____
Date

REGISTRAR'S OFFICE

Processed by:

Name & Signature: _____

Date: _____

Head of Admission & Registration

Signature: _____

Date: _____

- Original to the Registration Office
- Copy to:
 - Student Advisor
 - Course Instructor