



# BESTLINK COLLEGE OF THE PHILIPPINES, INC.

1071 Brgy. Kaligayahan, Quirino Hi-way, Novaliches, Quezon City

Tel: (8)518-8050 / Email: [bestlink.registrar@gmail.com](mailto:bestlink.registrar@gmail.com)

**DATE OF RELEASE:**

## WITHDRAWAL FORM

**CONTROL NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_ **DATE FILED:** \_\_\_\_\_

STEPS	DESCRIPTION	LOCATION	OFFICES	SIGNATURE
1	Withdrawal Application	2nd floor Annex	Registrar Office	
2	Student Counselling	2nd floor Main	Guidance Office	Mr. Marc Ian M. Abuy
3	Checking of Account Balance	3rd floor Annex	M.I.S. Office	Mr. John Mark W. Arcea
4	Books and Uniform for returned	3rd floor Annex	MV Bookstore	Mr. Marc Jayson D. Del Mundo
5	ID & ID Lace	2nd floor Annex	I.T.S. Office	Mr. Dionisio T. Torres
6	Withdrawal Fee and Refund	3rd floor Annex	Accounting Office	Ms. Mariane A. Vicente
7	Document Releasing	2nd floor Annex	Registrar Office	

**DOCUMENTS TO BE WITHDRAWN:**



# BESTLINK COLLEGE OF THE PHILIPPINES, INC.

1071 Brgy. Kaligayahan, Quirino Hi-way, Novaliches, Quezon City

Tel: (8)518-8050 / Email: [bestlink.registrar@gmail.com](mailto:bestlink.registrar@gmail.com)

**DATE OF RELEASE:**

## WITHDRAWAL CLAIM STUB

**CONTROL NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_ **DATE FILED:** \_\_\_\_\_

**REMINDERS:** The document(s) must be personally claimed by the owner upon presentation of one (1) valid ID and the claim stub. Alternatively, a proxy may claim the document(s) by providing the following:

1. **One (1) photocopy of a valid ID** of the proxy
2. **A signed authorization letter** from the owner with **three (3) signatures**
3. **One (1) photocopy of a valid ID** of the owner
4. The **WITHDRAWAL CLAIM STUB**

*The document(s) must be claimed within seven (7) days from the date of filing.*

**ASSESSED BY:** \_\_\_\_\_

*Registrar*