



SEMESTER OFF/SEMESTER WITHDRAWAL

For the student: Students may request to take one or more than one regular semester off (Fall, Spring). Summer semester is optional and does not need to be reported. Freshmen are not allowed to take their first semester off. It is entirely the student's responsibility to complete his/her graduation requirements on time as taking a semester off may result in a delay in graduation. The University will anticipate your return based on the semester indicated in this form. For clarity of Fee, Please contact Accounts Office

Date 12/05/19
DD/MM/YY

Roll #

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Programme _____

Student Name Usman Jussa Email usman@somemail.com

Landline # 35698996 Student Cell # 038965865945 (Other than LUMS)

Parent/guardian's Cell # _____ Parent/guardian's Office # _____

Postal Address Lorem ipsum nictus quis venus magna

Request for :

- ☐ Semester Off
☒ Semester Withdrawal

Reason(s) for Semester Off/ Withdrawal

☒ **Academics**

- ☐ LUMS Bilateral Exchange Programme
☐ Visiting Student at other Institution
☐ Scholarship/Funded Program

Exchange/Visiting/Scholarship Program/Institution Name _____

☐ **Medical**

☐ **Financial Issue**

☐ **Others** (Please provide details) _____

Semester Off/With drawl request for

☒ Fall ☐ Spring 20 ____

Expected Semester of Return

☐ Fall ☐ Spring 20 ____

Max Duration to complete the Programme _____ (Yrs)

Successfully Complete Credit Hours _____

Remaining Credit Hours _____

• Have you have taken any semester off previously

☐ Yes ☐ No

If yes, how many? _____

Faculty Advisor 's Remarks Sed in tellus lobortis, convallis tellus rutrum, porta ante. Nunc vitae sapien odio.

Name and Signature of the Faculty Advisor _____

Date _____

12/05/19

Name & Signature of the Departmental Coordinator _____

Date _____

Name & Signature of the HoD / Dept. Chair _____

Date _____

For Registrar Office use only

Status : ☐ Approved ☐ Denied

Junaid Rashid

25/11/19

Form Received by

Date

Processed By

Date of Processing

CC: ☐ Student's file ☐ Hostel ☐ Accounts ☐ OSA ☐ Financial Aid ☐ Library ☐ IST ☐ Admin/vigilance

The University reserves the right to change the policies at any time.

Form RO-W [Ver. 1.3] Updated on: May 2015