

### **Withdrawal from the University (Undergraduate Students)**

Please read the instructions and general notes on this form.

**To: Dean of Faculty/School**

I wish to withdraw from the University for the reason below (please tick only 1 of the following boxes):

- |  |   |
|--|---|
| <input type="checkbox"/> Unable to cope with studies     | <input type="checkbox"/> National Service commitment  |
| <input type="checkbox"/> English language difficulties   | <input type="checkbox"/> Obtained employment          |
| <input type="checkbox"/> Financial difficulties          | <input type="checkbox"/> Medical reasons              |
| <input type="checkbox"/> Overseas study (self-financing) | <input type="checkbox"/> Not interested in the course |
| <input type="checkbox"/> Overseas study (scholarship)    | <input type="checkbox"/> Personal difficulties        |
| <input type="checkbox"/> Others (please specify):        |   |

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Programme of Study: \_\_\_\_\_

Current Year of Study: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

NUS email: \_\_\_\_\_

Personal email: \_\_\_\_\_

Telephone (Home) : \_\_\_\_\_

Telephone (Mobile) : \_\_\_\_\_

Please tick where appropriate:

☐ I am a scholarship holder and understand that I am required to obtain acknowledgement from the Office of Financial Aid (within Office of Admissions) before submitting the withdrawal form to the Faculty/School.

Name of scholarship: \_\_\_\_\_

☐ I am not a scholarship holder.

- ✓ I declare the above information is true.
- ✓ I have read and understood the instructions and general notes indicated on this form.
- ✓ I understand that access to University's resources and facilities shall cease immediately after the withdrawal has taken effect.
- ✓ I understand that it is my responsibility to immediately back up my NUS emails, return all NUS library books and settle all outstanding fees, where applicable.

**Signature**

**Date**

**Withdrawal from the University (Undergraduate Students)**

**Acknowledgement by the Office of Financial Aid (within Office of Admissions)** (*only applicable for scholarship holder*)

.....  
Administrator

.....  
Date

.....  
Official Stamp

**Acknowledgement by the Faculty/School**

Remarks (if any):

.....  
.....  
.....  
.....

.....  
Faculty/School Administrator

.....  
Date

.....  
Official Stamp

**Acknowledgement by the Dean** (*completed form to be forwarded to Registrar's Office*)

.....  
Dean, Faculty/School

.....  
Date

.....  
Official Stamp

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**Instructions**

**For Full Time Undergraduate Students**

The [withdrawal form](#) is also available at the respective Dean's Offices.

Please submit the [withdrawal form](#) to your Dean's Office together with your student card. Generally, a letter confirming your withdrawal from the University will be sent to you within three weeks after submission of the form.

**For Part Time Undergraduate Students**

Please approach your respective faculty/school for information on the withdrawal procedure.

**General Notes**

1. A student who leaves the University after the second instructional week of a semester is liable to pay fees for the whole semester.
2. For students who have modules registered for the semester, depending on when during the semester they notify the University of the intention to withdraw, their module(s) and candidature withdrawal status will be recorded as follows:

(Student Application Form (withdrawal) Edition: 20 April 2012)

### **Withdrawal from the University (Undergraduate Students)**

<b>Notification of withdrawal</b>	<b>Module(s) registered for the semester</b>	<b>Withdrawal Status</b>
By end of Instructional Week 2*	Remove from record completely.	Take effect from the date of application.
First day of Instructional Week 3* through to last day of Reading Week*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after results release. Withdrawal will only take effect from the following semester.

\* Please refer to [Academic Calendar](#) for the actual date.

Students who withdraw after registering for modules during Special Term Part 1 and 2 will have their module(s) and candidature withdrawal status recorded as follows:

<b>Notification of withdrawal</b>	<b>Module(s) registered for the semester</b>	<b>Withdrawal Status</b>
By end of Week 1*	Remove from record completely.	Take effect from the date of application.
First day of Week 2* through to the day before start of Examination*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after results release. Withdrawal will only take effect from the following semester.

\* Please refer to [Academic Calendar](#) for the actual date.

- For international students holding a Student's Pass, the University will inform the Immigration and Checkpoints Authority (ICA) of the withdrawal. The Student's Pass must be surrendered to ICA within seven (7) days from the date of the termination of studies. This can be done at the ICA or at the airport's immigration counter upon departure.
- A student's eligibility for concessionary travel in buses and MRT trains will cease upon his/her withdrawal from the University. A refund request of any remaining value in the EZ-link card can be made when the card is surrendered to any TransitLink Ticket Office or TransitLink Card Replacement Office.
- Students who have withdrawn from the University and subsequently decide to return to the same programme of study will have to apply for re-admission at the Office of Admissions. Those who are successful in gaining re-admission will be subjected to the prevailing eligibility guidelines for tuition grant: <https://share.nus.edu.sg/registrar/info/ug/UG-Eligibility-Guidelines-For-Tuition-Grant.pdf>. However, if the decision to return is taken within one calendar year of withdrawal, the student may request for re-instatement of candidature by writing to the Registrar with justifications. Re-instatement of candidature will be considered on a case-by-case basis and is not guaranteed.