

Universiti Tunku Abdul Rahman			
Procedure Title: PROCEDURES ON WITHDRAWAL FROM STUDY			
Procedure Number: QP-DACE-007	Rev No. : 0	Effective Date: 01/01/2004	Page No: 1 of 1

Students who wish to withdraw from their studies may apply for withdrawal at any time during their programme of study. They are required to obtain the Withdrawal from Study form at the Centre for Foundation Studies (CFS) / Faculty General Office (FGO) / Centre for Extension Education (CEE) / Division of Admissions and Credit Evaluation (DACE).



Student to submit the completed application form with their Student ID Card attached to CFS / FGO / CEE.

} 1 day



CFS / FGO / CEE to compile the application forms & Student ID Cards and sent to Centre Director / Faculty Dean for approval.

} 2 days



CFS / FGO / CEE sent the duly approved application form to DACE.



DACE check and update the student's status and then generate the Withdrawal Letter.



DACE mail the Withdrawal Letter to the permanent address of the student.

} 2 days



DACE sent memo to the relevant Departments / Divisions on the student's withdrawal.