



FORMAN CHRISTIAN COLLEGE
(A CHARTERED UNIVERSITY)

Request to Withdraw from the University

Student Name: _____ **Father's Name:** _____

Roll No: _____ **Major:** _____ **Date of Leaving:** _____

Session: from _____ to _____

Student Declaration:

I hereby declare that the information provided above is correct. Furthermore, I withdraw from the University roll at my own request with the immediate effect. Also, I may be allowed to refund my General/Library security as per policy.

Important note:

- Students that withdraw will not be entitled to receive official documents after withdrawal.
- The student's letter of release along with the clearance form must be submitted to the Academic Services Office for the Head of Academic Services approval.
- The student must submit a copy of the Letter of Release and University ID card to the Accounts office in order to collect his/her library/security deposit.
- If a student quits and fail to inform the university about the decision to discontinue at the university, he/she will receive failing grades for all courses. If the student does not cancel his/her registration prior to the drop deadline, he/she will be held financially responsible for applicable tuition fees.

Student's Signature: _____

Dated: _____

Academic Services Office Signature: _____

Dated: _____



FORMAN CHRISTIAN COLLEGE
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Request to Clearance from the University

Student Name: _____ Father's Name: _____

Roll No: _____ Major: _____ Date of Leaving: _____

(Clearance needed from the following)

<u>Account's Office</u> College ID card return Yes _____ No _____	<u>Library</u>
<u>Chief Proctor Office</u>	<u>Computer Lab</u>
<u>Biology Lab</u>	<u>Chemistry Lab</u>
<u>Physics Lab</u>	<u>Academic Service Office</u>

The clearance form has to be submitted in the Academic Services Office (ASO) after clearances.

"I hereby declare and understand that I will be liable for fees of registered course(s) if the course(s) are withdrawn after the add/drop period."

Student's Signature: _____

Dated: _____

Academic Services Office Signature: _____