



Request Form for Drop Out

T.97

Dear Chair of _____

I (Mr. / Mrs. / Miss) _____ Student Code _____

a student of Undergraduate Graduate Institute of _____

School of _____ under the supervision of _____

GPAX _____ last registration in Trimester _____ Academic Year _____

I wish to drop out due to

- sickness (*Medical Certificate attached*)
- personal obligations (*please specify reasons on a separate sheet*)
- international exchange scholarships or other scholarships (*attach scholarship evidence*)
- recruited or urgently called for military service (*attach evidence*)
- others (specify) _____

for the period of _____ trimester/s i.e Trimester _____ Academic Year _____

and Academic Year _____ during the period of dropping out I will be staying at house No. _____

Village _____ Lane _____ Street _____ Subdistrict _____

District _____ Province _____ Post Code _____

Thank you for your kind consideration.

Signature _____
(_____)

Phone _____

Date _____

Advisor's Comments	School Chair's Comments
_____	_____
_____	_____
Signature _____ (_____) Date _____	Signature _____ (_____) Date _____

Institute Committee's Resolution

In the meeting _____ / _____ Date _____ Month _____ Year _____

Resolution passed

Signature _____
(_____)
Date _____

This student was informed of the result on (Date) _____

Steps for a Request to Drop Out

For Graduate Studies

1. Chair of the School will give approval under Regulation 34.1 in the following cases

- 1.1 Military recruitment or mobilization
- 1.2 International exchange scholarships or other scholarships endorsed by the university
- 1.3 Sickness and hospitalization for more than 3 weeks with medical certificates from certified doctors
- 1.4 Personal obligations with no less than 1 semester of study and with no less than 3.00 GPA
- 1.5 Failure to register

➤ **Procedure** : Specify reasons with signature → Contact advisor → Meet Chair of the School
or→ Submit request to CES

2. Institute Committee will give approval under Regulation 34.2 if the student has less than 3.00 GPA or without GPA but in cases of extreme personal necessity

➤ **Procedure** : Specify reasons with signature → Contact advisor → Meet Chair of the School → Institute Committee or → Submit request to CES

N.B. :

1. Submission of request in 1 and 2 must be done within the first 10 days of the trimester (if not yet registered) or within 10 weeks (if already registered)
2. Request for drop out in 1 and 2 can be approved for no more than 2 consecutive trimesters; in case of extreme necessity, a new request must be submitted

For Undergraduate Studies

1. Chair of the School will give approval under Regulation 23.1 in the following cases

- 1.1 Military recruitment or mobilization
- 1.2 International exchange scholarships or other scholarships endorsed by the university
- 1.3 Personal obligations (with no less than 1 semester of study)

➤ **Procedures** : Specify reasons with signature → Contact advisor → Meet Chair of the School to which he or she belongs or→ Submit request to CES

2. Institute Committee will give approval under Regulation 23.2 in the following cases

- 2.1 A Student has not chosen his or her field of study but in cases of extreme personal necessity.
- 2.2 Submission of request after the first 10 weeks of the trimester.

➤ **Procedures** : Specify reasons with signature → Contact advisor → Institute Committee or → Submit request to CES

N.B. : Request for drop out in 1 and 2 can be approved for no more than 2 consecutive trimesters; in the case of extreme necessity, a new request must be submitted, except for a request in 1.1 which applies according to the law or as stipulated by the law