



General Request

T.99

Dear _____

I (Mr. / Mrs. / Miss) _____ Student Code _____
 a student of the Institute of _____ School of _____
 under the supervision of (Advisor's name) _____ GPAX _____
 wish to (specify) _____

Thank you for your kind consideration.

Signature _____

Date _____

N.B. For more information, please call _____ or E - mail _____

Advisor's Comments	Instructor's Comments
_____ _____ _____ Signature _____ (_____) Date _____	_____ _____ _____ Signature _____ (_____) Date _____
Chair of the School's Comments	Dean's Decision
_____ _____ _____ Signature _____ (_____) Date _____	_____ _____ _____ Signature _____ (_____) Date _____

Implementation by CES

CES Officer's Comments	Director's Decision
_____ _____ _____ Signature _____ (_____) Date _____	_____ _____ _____ Signature _____ (_____) Date _____

Uses for General Request Form

1. Registration for course/s with S / U

Procedure Specify reasons or details with signature → Contact advisor →Contact instructor
→Contact Chair of the School to which you belong→ Submit request to CES for further action

2. Full refund of credit fees in the case of registration problems

Procedure Specify reasons or details with signature → Contact advisor →Contact instructor
→Contact Chair of the School to which you belong→ Submit request to CES for further actions

3. Full refund of credit fees in case of changes in the university notifications and announcements

Procedure Specify reasons or details with signature → Submit request to CES for further action

4. Resumption of student status (cancelled under University Notification 25.3 for Undergraduate Studies or 36.3 for Graduate Study)

Procedure Specify reasons or details with signature → Contact advisor →Contact instructor→Contact Chair of the School to which you belong (Undergraduate)→Contact Dean for approval or →Submit request to CES for further action

5. Resumption of study (before the drop-out duration requested)

Procedure Specify reasons or objectives with signature → Contact advisor →Contact instructor
→Contact Chair of the School to which you belong→ Submit request to CES for further actions

6. Change of personal details in student register

Procedure Specify reasons or purposes with signature → Submit request to CES with evidence attached (if any) for further action

7. Others

Procedure Specify reasons or purposes with signature→ Contact advisor → Submit request to CES for further action