



REQUEST FOR COURSE WITHDRAWAL

This form is also available from the USP website address: <http://www.usp.ac.fj/student>

Please note that this form is only to be submitted by students that are unable to withdraw online

Student ID Number:

PERSONAL DETAILS

Last Name:	First Name:	Middle Name:	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address:

Telephone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

Program:	Major 1:	Major 2:	Minor:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you sponsored? Yes No

If yes, the name of sponsor: _____

REQUEST DETAILS

I wish to withdraw from the following course(s):

Reasons for withdrawal:

Are you a sponsored or private student? Private Sponsored *(attach a written and signed approval from your sponsor)*

I am aware that I am liable for any outstanding fees associated with my withdrawal from the courses named above and take full responsibility for ensuring that all outstanding fees are paid in full. I am also aware that an administration fee may apply for my withdrawal.

Student's Signature _____

Date: _____

FOR OFFICIAL USE

Is the withdrawal of courses approved? Yes No

Is refund of fees approved? Yes No

Courses withdrawn:

Comments:

Signature: _____

SAS/Campus Director

Date: _____

Banner Update Initial: _____

Date: _____