



• REQUEST FOR COURSE WITHDRAWAL

This form is also available on the USP website: www.usp.ac.fj/forms

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

PERSONAL DETAILS

Student ID Number:

Last Name:

First Name:

Middle Name:

Date of Birth:

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Address

Telephone:

Fax:

Email:

Program:

Major 1:

Major 2:

Minor:

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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 course(s) approved?

Yes

No

Is refund of fees approved?

Yes

No

Course(s) withdrawn:

Comments:

Signature: _____

Date: _____

SAS/Campus Director

Banner Update Initial: _____

Date: _____