



## IMPORTANT NOTES TO STUDENT

1. Please clear the following outstanding matters, where applicable, before submission of the form:-
  - (a) Clear all outstanding matters with your Department(s).
  - (b) Clear/settle all outstanding loans/fines with the Library.
  - (c) Settle all outstanding tuition and/or other fees with the Finance & Enterprises Office.
  - (d) Clear your locker and leave the door of your locker open.
  
2. Please return the completed Withdrawal 1 together with the University Student Registration Card to your Faculty Office. If you have declared you have lost your Student Registration Card, you must undertake to return the card to your Faculty Office should it be found subsequently. A false declaration is a criminal offence and may result in the University's reporting the case to the Police.
  
3. Tuition fees will NOT be refunded to students who withdraw from their courses. If your study is financed by the University loan, you are required to repay the loan as originally scheduled.
  
4. For the caution money you have paid at your first registration, the Finance & Enterprises Office will send the refund to you after all your outstanding fees such as Library fines and tuition fee have been settled.
  
5. The personal data provided on this form will be used for student and University Administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Data Protection Officer.
  
6. Submit the completed form to your Faculty Office.

## TO BE COMPLETED BY THE FACULTY OFFICE

	Date Sent/Received	Initial Signature
Date <u>Withdrawal 1</u> received		
Date Student Registration Card collected/cancelled*		
Date of Declaration signed by student for lost of Student Registration Card if appropriate	Not appropriate* Date*:	
Date Student Locker key collected/cancelled*		
Date of Declaration signed by student for lost of Student Locker key if appropriate	Not appropriate* Date*:	
Date Faculty Office sent <u>Withdrawal 1</u> to ASE by  _____ (Name)		

*\* Please delete as appropriate*