



Office of the University Registrar

Application for Enrollment Term Withdrawal

IMPORTANT:

1. Accomplish in four (4) original copies (Student, Dean, Registrar, Finance).
2. Term withdrawals are allowed within six (6) weeks from the start of the semester, provided that the student has not exceeded the maximum number of allowable cuts/absences of the course.
3. All enrolled courses for the term will be withdrawn.
4. Officially withdrawn courses will be marked W. If unofficially withdrawn, AF.
5. A student who withdraws his/her enrollment for whatever reason shall be charged accordingly for its tuition & other related fees. Please see Withdrawal Penalties: <https://www.xu.edu.ph/payment-guidelines>.
6. If you are applying for adding/dropping of courses, please use the other form. Adding/dropping transactions are allowed within two (2) weeks of the start of classes only.
7. Signatures of the instructors are required to signify that the student has not exceeded the maximum number of cuts/absences for the semester.
8. Accomplish signatures below and submit the approved form to Dean, Registrar, and Finance.

Sem. & Acad. Year: _____ Date filed: _____

SLMIS ID: _____ Academic Program and Year Level: _____

Name: _____
 Last Name, First Name M.I. _____ Student's Signature _____

I hereby request withdrawal from all my enrolled courses this semester:

	Course & Section	SLMIS Class Number	Units	Instructor's Name & Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Add/ remove rows as necessary. Please provide complete & accurate information requested to facilitate the transactions.

Total Units: _____

Reason:

Recommending Approval:

Approved:

Approved:

 Chair
Name, signature & date

 Dean
Name, signature & date

JUN RANGIE C. OBISPO
 University Registrar
Name, signature & date

Term Withdrawal Processed:

Assessment Processed:

Approved Form Submitted:

 Registrar Personnel
Name, signature & date

 Finance Personnel (Window 10)
Name, signature & date

 Registrar's Office Personnel
Name, signature & date