School of Business and Computer Science (SBCS) Ltd
WITHDRAWAL/PROGRAMME ADJUSTMENT FORM

STUDENT INFORMATION

Date of Request: _____

Name: _____   Student ID No: _____

Programme: _____   Semester: _____

Mode of Attendance: _____   Approved Gate   Yes ☐   No ☐

Reason for Request: Deferring Semester ☐   Dropping Subject ☐   Dropping Programme ☐   Overpayment ☐

Details: _____

_____

_____

If transaction results in excess of fees paid, select option: Credit Note ☐   Refund ☐

_____   _____
Student: **Acknowledged by Course Administration/CSR Unit:**

FOR OFFICIAL USE ONLY

COURSE ADMINISTRATION:

DETAILS OF COURSES/ SUBJECTS TO BE DROPPED OR DEFERRED

Subjects	Tuition	Classes Attended		Books	Exam Fee
		No. of Total	**Value**		
	$	of		$	$
	$	of	$	$	$
	$	of	$	$	$
	$	of	$	$	$
	$	of	$	$	$
	$	of	$	$	$

Remarks: _____

_____

_____
Course Administrator

FINANCE:

	ORIGINAL		REVISED	
	Student	**Gate**	**Student**	**Gate**
Administrative fees				
Tuition				
Books				
Exam Fees				
Caution Fees				
Other				
Total				

Credit Note No. _____   Value($): _____   Date Issued _____

Cheque No: _____   Value($): _____   Date Issued _____

Cheque/ Credit Note Received by Student _____

Remarks: _____

_____

_____
Finance Department