



BAHRIA UNIVERSITY - ISLAMABAD CAMPUS

Course Withdrawal Form

Enrolment #: _____ Reg # _____ Date: _____

Student's Name: _____

Class: _____ Department

Morning Programme Evening Programme

S.No	Course Code	Title	Teacher's Name	Teacher's Signature
1				
2				
3				

Reason for Withdrawal: _____

Student's Signature

Course Coordinator/Students Advisor Sign

Dated: _____

Adjustment of fee: 50% 100% Nil

With "W" Grade / Without "W" Grade

Head of Department

Date: _____

Dy Director (Academics)

Date: _____

Note: Please read instructions overleaf

INSTRUCTIONS

Course Withdrawal without 'W' Grade:

Course can be withdrawn during first two weeks after commencement of classes with fee adjustment (1st week 100% & 2nd week 50%). The same will not be recorded in the transcript.

Course Withdrawal with 'W' Grade:

Students will be allowed to withdraw from a course from the 3rd week till the 7th week (i.e one week before the mid-term exam) with "W" recorded on the transcript and no fee refund.

No course can be withdrawn after the specified period.

- *Student must fill the form in duplicate*

- *Student copy will be handed over to the students after approval of Head of the Department.*

- *Student must present his/her copy incase of queries/problems.*

- *Student is to inform his/her parents/guardians about the course withdrawal.*

The above instructions have been read and understood. I have received the student copy.

Student Sign: _____

Date: _____

Note: Please submit office copy of the Withdrawal Form to the Exam Cell.