



**NOTICE OF WITHDRAWAL**

<p><b>IMPORTANT</b></p> <p>Please write in <b>BLOCK LETTERS ONLY</b>.</p> <p>Please provide <b>ALL</b> information required in this form. Incomplete forms will <b>NOT</b> be processed.</p> <p>Document/s requested shall be released only if your account status is "CLEARED".</p>	STUDENT NUMBER	COURSE	
	NAME OF STUDENT		
	LAST NAME	FIRST NAME	MIDDLE NAME
	CONTACT NUMBER	EMAIL ADDRESS	

**I AM FORMALLY WITHDRAWING FROM THE ENTREPRENEURS SCHOOL OF ASIA EFFECTIVE** \_\_\_\_\_ (Effectivity Date)

*REASON FOR WITHDRAWAL (please check all applicable)*

<input type="checkbox"/>	CONTINUING EDUCATION TO A FOREIGN AFFILIATE SCHOOL	NAME OF SCHOOL	COUNTRY
<input type="checkbox"/>	TRANSFER TO ANOTHER SCHOOL	NAME OF SCHOOL	ADDRESS
<input type="checkbox"/>	RELOCATION	PROVINCE / REGION / COUNTRY	
<input type="checkbox"/>	EMPLOYMENT	NAME OF COMPANY	ADDRESS
<input type="checkbox"/>	OTHERS (State your reason)		

**RELATIVE TO MY WITHDRAWAL, I WOULD LIKE TO REQUEST FOR THE FOLLOWING DOCUMENTS :**

DOCUMENT (PLEASE MARK "X" ON THE BOX)	
<input type="checkbox"/>	TEMPORARY TRANSCRIPT OF RECORDS (for evaluation purposes of accepting school)
<input type="checkbox"/>	OFFICIAL TRANSCRIPT OF RECORDS (issued upon written request of accepting school)
<input type="checkbox"/>	TRANSFER CREDENTIAL
<input type="checkbox"/>	OTHERS :
<input type="checkbox"/>	

**ENROLMENT STATUS :**

<input type="checkbox"/> I AM NOT CURRENTLY ENROLLED  LAST TERM ENROLLED _____ TERM	<input type="checkbox"/> I AM CURRENTLY ENROLLED  TERM ENROLLED _____ TERM	MODULE CODE	REF. NO.	MODULE CODE	REF. NO.
			REF - IDX		REF - IDX
			REF - IDX		REF - IDX
			REF - IDX		REF - IDX
			REF - IDX		REF - IDX

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND ANY ADJUSTMENTS PERTINENT TO MY REQUEST WILL BE SUBJECT TO ADMINISTRATIVE CHARGES WHEN APPLICABLE AND THAT THE APPROVAL / DENIAL OF MY REQUEST IS THE SCHOOL'S PREROGATIVE.

RECEIVED BY :	SERVICES VALIDATION
SERVICE OFFICER ON DUTY	
DATE RECEIVED :	

STUDENT'S PRINT NAME AND SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# STUDENT CLEARANCE

CLEARANCE FOR:  Withdrawal  Leave of Absence  Others  
 Graduation  Course Completion

**NOTE:** It is the student's responsibility to obtain all of the required signatures indicated below, which certify clearance on all academic and non-academic obligations to the Thames International/Entrepreneurs School of Asia. Please accomplish in the order indicated below.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Last First Middle

Complete Address \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Landline Cellphone

Degree Program: \_\_\_\_\_ Last Term Attended: \_\_\_\_\_ Term Graduating: \_\_\_\_\_

The above-named student has cleared all outstanding obligations as verified by the signatures of authorized school personnel below:

CLEARED BY:		Signature	Date Cleared
1	Student Affairs ..... (Printed Name / Position)		
2	Academics ..... (Printed Name / Position)		
3	Library ..... (Printed Name / Position)		
4	Infirmary ..... (Printed Name / Position)		
5	Support Services ..... (Printed Name / Position)		
6	Student Services ..... (Printed Name / Position)		
7	Office of the Registrar ..... (Printed Name / Position)		
8	Accounting ..... (Printed Name / Position)		

If graduating, GRADUATION FEE paid on \_\_\_\_\_; TN# \_\_\_\_\_, TNS# \_\_\_\_\_

REMARKS:
