



APPLICATION TO WITHDRAW COURSE/S
(for GRADUATE STUDENTS only)

PLEASE PRINT

PERSONAL INFORMATION		ACADEMIC INFORMATION			
LAST NAME		ID NUMBER			
FIRST NAME		PROGRAM			
MIDDLE NAME					
CONTACT INFORMATION		PLEASE WITHDRAW THE FOLLOWING—			
ADDRESS		COURSE	SECTION	UNITS	
TEL. NO. ()		1.			
MOBILE NO. ()		2.			
EMAIL		3.			
		4.			
REFUND		TOTAL UNITS WITHDRAWN			
MEMORANDUM		REASON FOR WITHDRAWAL			
FOR : THE ACCOUNTING OFFICE					
FROM : EDWIN P. SANTIAGO <i>University Registrar</i>					
SUBJECT : REQUEST FOR REFUND		STUDENT CONFORME			
Please prepare a check in the amount of _____		SIGNATURE OVER PRINTED NAME / DATE			
(PhP_____.00) payable to the student named herein, representing —		APPROVAL			
<input type="checkbox"/> Full Refund <input type="checkbox"/> 80% Refund <input type="checkbox"/> 90% Refund <input type="checkbox"/> No Refund		_____ FACULTY (1)	_____ DATE		
		_____ FACULTY (2)	_____ DATE		
		_____ FACULTY (3)	_____ DATE		
		_____ FACULTY (4)	_____ DATE		
Attached is the Official Receipt and the lower portion of the revised EAF. Thank you.					

1. This form must be accomplished in triplicate (3 copies) and submitted to the Office of the University Registrar (Window 3/Front Desk)
2. Dropping of courses is done via <http://my.dlsu.edu.ph> and not through this form. A course may be dropped up to the end of the second week of the term. Dropped courses do not appear in the Transcript of Records.
4. A course may be withdrawn up to the end of the midterm week. Withdrawn courses appear in the Transcript of Records as "W."