Name: ___________________________  Student ID#: ___________________  
Date applied: ___________________  
Reason for withdrawal: ______________________________________________  
___________________________________________________________________  
___________________________________________________________________  
___________________________________________________________________  
Student’s signature: ___________________________  

Please obtain clearance from the following department  

<table>
<thead>
<tr>
<th>Signature</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Adviser</td>
<td>___________________________</td>
</tr>
<tr>
<td>(2) Library</td>
<td>___________________________</td>
</tr>
<tr>
<td>(3) Business office</td>
<td>___________________________</td>
</tr>
<tr>
<td>(4) Exit Interview</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

NOTE:
a) The College reserve the right not to release the student transcript when:
   i) The student financial account is not cleared, and
   ii) The student did not return borrowed library books.

b) Parent’s letter must be included in the student age is below 18 years old.

For office use only:

Signature: ___________________________  Date Received: ___________________