Colegio de San Juan de Letran
COLLEGIATE DEPARTMENT
Withdrawal Form

Name:_____ Date:_____ 1st Sem/2nd Sem/Summer SY _____

Student No.:_____ Course: _____

I wish to withdraw my subject enrolled for the following reasons:

_____
_____
_____

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Subject to withdraw | Section | Professor's Signature/Date

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_____ _____ _____
Student Signature/Date | Dean's Office/Date | Registrar/Date

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FOR TOTAL WITHDRAWAL
(seek approval from the following offices for total withdrawal)

_____ _____
Treasurer's Office | Guidance Office/Date

_____ _____
Student Services/Date | Library/Date

Steps to Follow:

For Subject Withdrawal	**For Total Withdrawal**
1. Fill up the form by listing the subject you wish to withdraw from and sign the form. 2. Get the approval of the faculty member handling the subject. 3. Get the approval of the Dean. 4. Submit the completed form to the Registrar's Office.	1. List all the subjects as contained in the registration form. 2. Get the approval of all faculty members involved, then have it approved by the Dean of your college. 3. Get clearance from the offices indicated at the lower portion of this form. 4. Submit form to the Registrar's Office.