



PERMIT TO WITHDRAW ENROLLMENT OR DROP COURSE/S

Document Code:	QF-OUR-07	Revision Number:	3
Effectivity:	July 12, 2019	O.R. No.	

Name: _____ ID No. _____

Family Name _____ Given Name _____ Middle Name _____

Degree and Year: _____ Term: () 1st Sem () 2nd Sem () Mid-Year School Year _____

REASONS: [] Change of Interest [] Not part of the curriculum [] Others (specify): _____

COURSE(S)		FACULTY MEMBER Signature over printed name	Date	Endorsed:
Class Code	Course No.			
<input type="checkbox"/> Tick if withdraw enrollment before start of classes, no need to specify course(s) and no need for the signature of the faculty member(s)				Guidance Counselor (except GS & OU) _____ Date _____
				Department Chairperson Approved: _____ Date _____
				College Dean/ Institute Director _____ Date _____

Noted: _____ Encoded: _____

Student's Signature _____ Date _____ Registrar _____ Date _____ OUR Personnel _____ Date _____

OUR Copy



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ACCOUNTING OFFICE Copy



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Noted: _____ Encoded: _____

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MOTHER COLLEGE/ ACADEMIC INSTITUTE Copy

GENERAL INSTRUCTION: Please take note of the following when processing PERMIT TO WITHDRAW ENROLLMENT OR DROP COURSE/S:

1. Fill out form properly.
2. Proceed to the OSS Guidance Office for Counseling (except for GS/OU students).
3. Request the signature of Faculty member concerned. For withdrawal of enrollment before the start of classes, no need for the signature of the faculty member (s).
4. Have the Department Chairperson and the Dean/ Director of your Mother College/ Academic Institute sign the form for endorsement and approval, respectively.
5. Submit form to the Registrar-in-Charge for implementation of the modification (*posting of applicable marks*).
6. Pay the processing fee at the University Cashier's Office (BS -50, GS/OU - 100).
5. Submit signed form, previous enrollment form, and Official Receipt (O.R.) of the processing fee to the OUR encoder for printing of new enrollment form/ certificate of registration and release of academic records (withdrawn enrollment by New First Year enrollee).
7. Proceed to the Accounting Office and submit your encoded form for the reassessment of fees and/or refund, if any.

IMPORTANT: Any erasure or alteration will render this form VOID. Improperly filled forms will not be processed and approved by the OUR Personnel.

NOTE: If withdrawal is done during dropping period, it will be removed from the enrollment, if after dropping period and before mid-term tests, a "WP" mark shall be given; after the midterm exams, a "D" mark which means Dropped mark shall be given to the student concerned. Unauthorized dropping of course(s) shall be given a grade of "5.0"

(THIS FORM MAYBE REPRODUCED)