



PERMIT TO WITHDRAW ENROLLMENT

Document Code:	QF-OUR-07A	Revision Number:	
Effectivity:	October 18, 2023	O.R. No.	
		OUR use only	
		Date Received:	

Name: _____

 Family Name Given Name Middle Name

ID No. _____

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	Date

Remarks: _____

Encoded: _____

Student's Signature _____ Date _____

OUR Personnel _____

Date _____

College Copy



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

1. Fill out form properly.
2. Proceed to the OSS Guidance Office for Counseling (except for Postgraduate 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. Pay the processing fee at the University Cashier's Office (Undegrad -50, Postgrad - 100).
6. Submit duly accomplished form to the Office of the University Registrar for implementation and release of academic records (withdrawn enrollment by NEW First Year enrollee).
7. During enrollment period, submit signed form, previous enrollment form, and Official Receipt (O.R.) of the processing fee to the OUR personnel for printing of new enrollment form/ certificate of registration and release of academic records (withdrawn enrollment by New First Year enrollee).
8. 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)