Important Instructions:

1. Fill in the details electronically by using the tab or cursor to move from one field to another.
2. If you wish to drop specific course(s) that you are enrolled in, please complete Section A.
3. **If you wish to drop all the courses that you are enrolled in, pleae also complete Section B.**
4. Print and sign the form and submit it to Office of the University Registrar (OUR) by:
   (a)   Email: nghelp@nus.edu.sg
5. Read the general notes on the Page 2 of this form.

Student's Particulars	
Student's Name (as in Identity Card/Passport)	:
NUS Student No.	:
Contact No.	:

A. Drop Course(s)

Course Code	Reason(s) for dropping (if any)
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	

B. Withdrawal from the Non-Graduating Programme

I wish to withdraw from the University due to the reason stated below (please tick only 1 of the following boxes):

☐ Unable to cope with studies   ☐ Medical reasons
☐ English language difficulties   ☐ Not interested in the course
☐ Financial difficulties   ☐ Personal difficulties
☐ Others (please specify): _____

   ✓ I understand that access to University's resources and facilities shall cease immediately after the withdrawal has taken effect.
   ✓ I understand that it is my responsibility to immediately back up my NUS emails, return all NUS library books and settle all outstanding fees, where applicable.
   ✓

_____   _____
        Signature of student   Date

General Notes

1. **Dropping of Course (s)**
    A student who drops any course(s) during and after the fee payment period will be liable to pay for fees. Course(s) should be dropped latest by the day before start of examination period.

2. **Withdrawal from the Non-Graduating Programme**

Notification of withdrawal	Remarks
First day through to the day before start of Examination Period*	Course(s) registered will be removed from record completely.
First day of Examination Period*	Withdrawal will no longer be allowed. Course(s) registered will be recorded with final grade(s) awarded by the University.

* Please refer to this website for the actual date.