



Withdrawal of Candidature (For FASS Graduate Coursework Students)

Please read the instructions and general notes on the 2nd page of this form.

To: Head of Department/Programme

I wish to withdraw from the University for the reason below (please choose only one of the following boxes):

- | | |
|--|---|
| <input type="checkbox"/> Unable to cope with studies | <input type="checkbox"/> National Service commitment |
| <input type="checkbox"/> English language difficulties | <input type="checkbox"/> Obtained employment |
| <input type="checkbox"/> Financial difficulties | <input type="checkbox"/> Medical reasons |
| <input type="checkbox"/> Overseas study (self-financing) | <input type="checkbox"/> Not interested in the course |
| <input type="checkbox"/> Overseas study (scholarship) | <input type="checkbox"/> Personal difficulties |
| <input type="checkbox"/> Others (please specify): | |

Name: _____

Student Number: _____

Programme of Study: _____

Current Year of Study: _____

Citizenship: _____

Mailing Address: _____

NUS email: _____

Telephone (Home) : _____

Telephone (Mobile) : _____

I *am / *am not a scholarship holder.

Name of scholarship:
(If applicable) _____

- ✓ I declare the above information is true.
- ✓ 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

Date

* Please delete accordingly.

Acknowledgement by Head of Department/Programme (completed form to be forwarded to Division of Research and Graduate Studies, Dean's Office, FASS)

Remarks (if any):

Head of Department/Programme's Signature

Date

Acknowledgement by Dean/Vice-Dean/Nominee

Remarks (if any):

Dean/Vice-Dean/Nominee's Signature

Date

Instructions

This Withdrawal Form must be completed and returned with your student card to your Department/Programme Office. A letter confirming your withdrawal from the University will be sent to you within three weeks after the receipt of the form.

General Notes

1. A student who leaves the University after the second instructional week of a semester is liable to pay fees for the whole semester.
2. **For students who have modules registered for the semester**, depending on when during the semester they notify the University of the intention to withdraw, their module(s) and candidature withdrawal status will be recorded as follows:

Notification of withdrawal	Module(s) registered for the semester	Withdrawal Status
By end of Instructional Week 2*	Remove from record completely.	Take effect from the date of application.
First day of Instructional Week 3* through to last day of Reading Week*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination Period* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after results release. Withdrawal will only take effect from the first day of the following semester.

* Please refer to Academic Calendar for the actual date.



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3. Students who withdraw after registering for modules during Special Term Part 1 and 2 will have their module(s) and candidature withdrawal status recorded as follows:

Notification of withdrawal	Module(s) registered for the semester	Withdrawal Status
By end of Week 1*	Remove from record completely.	Take effect from the date of application.
First day of Week 2* through to the day before start of Examination*	Record with a "WU" grade representing "withdrawal from university".	
First day of Examination* through to last day of Vacation*	Record with final grade(s) awarded by the University.	Withdrawal will not be processed until after results release. Withdrawal will only take effect from the following semester.

* Please refer to [Academic Calendar](#) for the actual date.

4. Students who decide to withdraw their candidature from the University, or are deemed to have withdrawn or have been dismissed (e.g. candidature lapsed), should note that if they subsequently decide to return to the same programme of study within 12 months from the date of withdrawal/dismissal, they will have to appeal to the Faculty for re-instatement of candidature. An administrative fee of \$250 is payable for approved re-instatement. After one year, interested applicants will have to apply for re-admission as a fresh candidate. For those on MOE-subsidised programmes and are successful in gaining re-instatement/re-admission, they will be subjected to prevailing full tuition fees after taking into consideration the balance number of eligible semesters for [MOE subsidy](#).
5. For international students holding a Student's Pass, the University will inform the Immigration and Checkpoints Authority (ICA) of the withdrawal. The Student's Pass must be surrendered within seven (7) days from the date of termination of your studies. This can be done at ICA or at the airport's immigration counter upon departure.