

Note:

1. The provision of withdrawal from module/competency unit under the NYP Assessment (Credit-Based) Regulations is to allow students, with **valid and acceptable reasons**, to withdraw from one or more registered modules/competency units in the semester.
2. Students are to complete the form, **scan and email** it to the Programme Manager/Course Manager/Course Administrator/Course Coordinator **by Week 8 Day 5 of the semester**.
3. Students are advised to continue attending lessons and tests until official approval of their application is received.
4. Once an application for withdrawal from module/competency unit is **approved** for that semester, the module/competency unit will be recorded on the Statement of Results and Academic Transcript with a remark “*WDM”, indicating that the module/competency unit is withdrawn.
5. If the withdrawn module/competency unit is a core module/competency unit, it has to be re-registered in another semester.
6. If the withdrawn module/competency unit is an elective, students may register for the same module/competency unit or an alternative module/competency unit in another semester.
7. Students are reminded that they may take a longer time to complete their course of study if they take on a reduced workload.
8. **NO** withdrawal from module/competency unit will be allowed after Week 8 of the semester.
9. **Please ensure the form is duly signed in Section C before submission.**

SECTION A: Student's Particulars		
Full Name	Admission No.	
Course	Tutorial Group	Contact No.
Date of Birth		

SECTION B: Module/Competency Unit(s) to be Withdrawn in Academic Year _____ Semester ____			
SN	Module / Competency Unit Code	Module / Competency Unit Description	Reasons (attach supporting documents, if any)

SECTION C: Signature		
i) Applicable only to students who are <u>below 21 years old</u> I have no objection to my child's application for withdrawal from module/competency unit(s) stated in SECTION B.		
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Name of Parent	Relationship to student	Signature and Date
ii) Applicable only to <u>sponsored students</u> The organisation has no objection to student's application for withdrawal from module/competency unit (s) stated in SECTION B		
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Name of Sponsoring organisation	Signature & Organisation Stamp/Date	
iii) Applicable to <u>all</u> students I declare that the above information is true.		
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Signature and Date		