



**Colegio de San Juan de Letran**  
 Intramuros, Manila  
**COLLEGIATE DEPARTMENT**  
**WITHDRAWAL FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ 1<sup>st</sup> Sem. / 2<sup>nd</sup> Sem. / Summer AY \_\_\_\_\_  
 Student No: \_\_\_\_\_ Course: \_\_\_\_\_

I wish to withdraw my subjects enrolled for the following reasons:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Subjects to withdraw

Section

Professors' Signature/Date

\_\_\_\_\_  
 Student Signature/Date

\_\_\_\_\_  
 Dean's Office/Date

\_\_\_\_\_  
 Registrar/Date

**FOR TOTAL WITHDRAWAL:**

(Seek approval from the following offices for total withdrawal)

\_\_\_\_\_  
 Treasurer's Office/Date

\_\_\_\_\_  
 Guidance Office/Date

\_\_\_\_\_  
 Student Services/Date

\_\_\_\_\_  
 Library/Date

**Steps to follow:**

**For Subject Withdrawal**

1. Fill up the form by listing the subject you wish to withdraw from and sign the form.
2. Get the approval of the faculty member handling the subject.
3. Get the approval of the Dean.
4. Submit the completed form to the Registrar's Office

**For Total Withdrawal**

1. List all subjects as contained in the registration form.
2. Get the approval of all faculty members involved, then have it approved by the Dean of your college.
3. Get clearance from the offices indicated at the lower portion of this form
4. Submit to the Registrar's Office.