



Withdrawal from a Semester

This form must be submitted to the Office of the Registrar. It is recommended that you check the University's refund schedule prior to submitting this request

Student Name: _____
Last First Middle

Student ID Number

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Are you a Scholarship Student? YES NO Phone number: _____

Declared Undeclared

Leave Effective: Fall Spring Summer Year

2	0		
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Return Effective: Fall Spring Summer Year

2	0		
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I am requesting a withdrawal for a semester from AUK for the following reason(s):

Personal reasons Financial reasons Academic reasons

Other (please explain): _____

This form is to be used during cases when the student needs to **“Withdraw for a Semester.”** The form is to be submitted by the deadline to withdraw with a “W” for the semester in question.

The student's account will remain *“active”* so s/he can proceed for the following semester smoothly.

If you plan on taking courses elsewhere during this semester you should also submit a **Study Away** form along with this request.

Note: Undeclared students should seek approval from the CAS Dean

Student's Signature & Date

Scholarship Office (*All Students*) Signature & Date

Department Chair (**Declared Students**) Signature & Date

Library (*All Students*) Signature & Date

Dean's Signature & Date

Finance Department (*All Students*) Signature & Date

Office of the Registrar
American University of Kuwait
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☎ Fax: + (965) 2571 5891
Last Modified: May, 2014

RO USE ONLY:

Processed by: _____
(Initials)

Date: _____