



TARLAC STATE UNIVERSITY
OFFICE OF ADMISSION AND REGISTRATION
Tarlac City

FORM FOR WITHDRAWAL OF ENROLLMENT/REGISTRATION

_____ Date

Admission Unit
This University
Tarlac City

Sir/Madam:

I, Mr./Ms. _____ of _____
Last Name First Name Middle Name (Course)

after registering for the _____ Semester, _____, I would like to formally request to

withdraw my enrollment for the ff. person: _____

Thank you for your kind consideration on this matter.

Student's Signature over printed name

RECOMMENDING APPROVAL:

College Dean

APPROVED

Accounting Office

Director

RULES GOVERNING REFUND:

1. No refund shall be granted for dropping of subjects.
2. Students who drop the entire course within the first month after enrollment are entitled to refund of tuition fees as follows:

First week	– 80%
Second, Third and Fourth week	– 50%
3. No refund shall be made after a month.