

\*The completed form must be returned to the Admissions & Registration Department

|  |
| --- |
| **Complete Withdrawal Form** |
| Name:  |
| First | Middle | Last |
| Student A-Number:  | College:  |
| Department:  | Student Signature:  |
| Reason of Clearance: Withdrawal Expulsion / Termination |

Office Checkout

Upon withdrawal or expulsion, students must obtain a signature from the offices below for clearing of all the obligations in the university. In order to clear your record, it is necessary to process this clearance form. It is the responsibility of the student to check with all the offices listed below and obtain a final clearance before leaving the American University of Kurdistan.

|  |
| --- |
| **IT (50)** |
| *It is confirmed that the student has handed over his/her email password and ID card* |
| **Name:** | **Signature:** | **Date:** |
| **Campus Services (48)** |
| *It is confirmed that the student has given back his/her car badge.* |
| **Name:** | **Signature:** | **Date:** |
| **Student Affairs (47&45)** |
| *It is confirmed that the student has no outstanding issues/concerns with the University.* |
| **Name:** | **Signature:** | **Date:** |
| **Department Chair / CAPA (55)** |
| *Approved and signed by the Chair of the Department / CAPA* |
| **Name:** | **Signature:** | **Date:** |
| **Library(1)** |
| It is confirmed that the student has returned all books and other library resources, and has nooutstanding fines |
| **Name:** | **Signature:** | **Date:** |
| **Finance (17)** |
| *It is confirmed that all financial settlements have been completed.* |
| **Name:** | **Signature:** | **Date:** |
| **Scholarship Office (23)** |
| *Approved and signed by the Scholarship Officer* |
| **Name:** | **Signature:** | **Date:** |
| **Admissions and Registration (23)** |
| *It is confirmed that the student had no missing documents and that records and transcripts have been archived* |
| **Name:** | **Signature:** | **Date:** |