



Republic of the Philippines
Tarlac State University
REGISTRATION OFFICE
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. reasons: _____

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.