

Note:

1. The provision of withdrawal from module under the NYP Assessment (Credit-Based) Regulations is to allow students, with **valid and acceptable reasons**, to withdraw from one or more registered modules in the semester.
2. Students are to complete the form, **scan and email** it to the Programme Manager/Course Manager/Course Administrator/Course Coordinator **by Week 8 Day 5 of the semester**.
3. Students are advised to continue attending lessons and tests until official approval of their application is received.
4. Once an application for withdrawal from module is **approved** for that semester, the module will be recorded on the Statement of Results and Academic Transcript with a remark “*WDM”, indicating that the module is withdrawn.
5. If the withdrawn module is a core module, it has to be re-registered in another semester.
6. If the withdrawn module is an elective, students may register for the same module or an alternative module in another semester.
7. Students are reminded that they may take a longer time to complete their course of study if they take on a reduced workload.
8. **NO** withdrawal from module will be allowed after Week 8 of the semester.

SECTION A: Student's Particulars		
Full Name		Admission No.
Course	Tutorial Group	Contact No.
Date of Birth	Signature	Date

SECTION B: Module(s) to be Withdrawn in Academic Year _____ Semester ____			
SN	Module Code	Module Description	Reasons (attach supporting documents, if any)

Applicable only to students who are below 21 years old

I have no objection to my child's application for withdrawal from module(s) stated in SECTION B

Name of Parent Relationship to student Signature and Date

Applicable only to sponsored students

The organisation has no objection to student's application for withdrawal from module(s) stated in SECTION B

Name of Sponsoring organisation Signature & Organisation Stamp/Date