

HARAMAYA UNIVERSITY

STUDENT TERMINATION CLEARANCE/WITHDRAWAL FORMS/ (FOR REGULAR UNDERGRADUATE AND GRADUATE STUDENTS)

PROCEDURE

1. Complete part “a” of this form and make sure you have filled in two copies.
2. Have **TERMINAL INTERVIEWS** with your Faculty Advisor, your Faculty Dean, of Student and get **APPROVAL FOR WITHDRAWAL** of your Faculty Academic Commission.
3. Obtain the signatures designated in part “B” in their order of appearance, showing that you have returned All properties of the University.
4. Return this form to the registrar office before leaving the University campus.

A. _____

(Name)

I.D.NO

I II III IV V

Year (Circle one)

Department

Reason for Withdrawal _____

Date when clearance stated _____

B. Please obtain signatures in the order given below:

	Full name (Please Print)	Signature
1. Faculty Advisor	_____	_____
2. Book store	_____	_____
3. Library	_____	_____
4. Dormitory	_____	_____
5. Cafeteria	_____	_____
6. Faculty Dean	_____	_____
7. Student loan	_____	_____
8. Sport	_____	_____
9. Registrar	_____	_____