



**COMPLETE WITHDRAWAL FORM**

Student Name		Academic Year	
Student ID		Semester	
Major		College	
E-mail Address		Personal Mobile No.	

• Please fill out the following field appropriately.

• I wish to completely withdraw from the Prince Mohammad Bin Fahd University starting from \_\_\_\_\_ Semester for the following reason (s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature:		Date:	
Advisor Name & Signature:		Date:	
Chair/Associate Chair's Name & Signature:		Date:	

Students withdrawing from the university must pass by the following offices to clear their records:

<b>Campus Life Department</b> a. Disciplinary Records b. ID Card c. Services : Lockers, Housing Transportation etc.	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Signature	Date
<b>Financial Aid Department</b>	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date
<b>Library</b>	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date
<b>Security Department</b>	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date
<b>IT Department</b> <input type="checkbox"/> Banner Disabled <input type="checkbox"/> Blackboard Disabled <input type="checkbox"/> PMU Email/ Ebrary disabled	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date
<b>Career Services Department</b>	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date
<b>Business Dev. &amp; Communications Department (Social Media Accounts)</b>	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date
<b>Accounting Department</b>	<input type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared	Authorized Name	
		Signature	Date

<b>Dean/Director of Enrollment &amp; Registration</b>	Name & Signature		Date
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Note:

• Please return the Form to the Registrar's Office

<b>Registration Officer (processed by)</b>	Name & Signature		Date
	Effective Term		

- To be used only by students withdrawing completely from the university.
- Students withdrawing from the university during the semester must fill in the course withdrawal form and attach it to this form.
- Before you start proceeding this form, you are strongly advised to consult with your academic advisor and the student's counselor.

Notes to Students:

- Students are responsible for reviewing, understanding by the university's regulations, procedures, requirements, and deadlines as described in official publications.
- Students, who officially withdraw from the university after the no-tuition liability deadline, are still responsible to pay tuition and fees according to the regulations.
- Reinstatement or readmission must be in accordance with the university regulations in effect at that semester.
- In all cases of withdrawal, the official transcript will bear the following statement: "WITHDRAW FROM UNIVERSITY (DATE)".
- The withdrawal becomes effective at the dates of receipt within the Registrar's Office.

Note:

- Please return the Form to the Registrar's Office & sign the Complete Withdrawal form log with the Registration staff.
- Allow 3 working days
- Student is no longer responsible for any account related to PMU on Social Media Accounts