Application for Withdrawal (Undergraduate School)

　　　　　　　　　　　　　　Date　　　　　/　　　　　/

To the Dean of the School of Design, Kyushu University

Enrollment date: 　           　　     /　　　　　/

Department:

Course:

Student ID number:

Furigana (kana above or beside kanji to indicate pronunciation)

Name:

Address:

Contact number:

Guarantor’s name:

Guarantor’s address:

Contact number:

\*Please circle at the beginning of the address (yours or your guarantor’s) to send the approval letter for withdrawal.

I would like to seek your permission to withdraw from the school for the reason as follows:

1. Reason (Please provide details.)

2. Desired approval date for withdrawal  As of            /          /

\*If you have taken a leave of absence from school in the past, please fill in the period below.

  From           /          /          to　           /          /

3. Class teacher / Graduate research advisor opinion

Class teacher / Graduate research advisor name:

**(To be filled in by the university)**

　　                                   course / department meeting Approved on

 (To be filled in by the Academic Affairs Section and Student Affairs Section)

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| --- | --- | --- | --- | --- |
| Checklist | Person in charge seal | Processing date | Confirmation column | Remarks |
| Application for tuition fee waiver  (first / second semesters) |   |   |   |   |
| Confirmation of tuition fee payment  (first / second semesters) |   |   |   |   |
| Confirmation of JASSO scholarship and other scholarships |   |   |   |   |
| Input in Academic Affairs Information System |   |   |   |   |
| Input in Student Payment Management System |   |   |   |   |