



**SHORTWOOD TEACHERS' COLLEGE**  
"Committed to Growth and Enlightenment"

Office of the Registrar  
Tel: (876) 924-109507/(876) 325-7136

**APPLICATION FOR WITHDRAWAL FROM A PROGRAMME**

**Instructions:** The College Registrar should be consulted before commencing the withdrawal process. The form should be completed in duplicate and returned to the Office of the Registrar for approval.

**Part 1: STUDENT INFORMATION**

FIRST NAME: \_\_\_\_\_  
MIDDLE NAME (S): \_\_\_\_\_  
LAST NAME: \_\_\_\_\_  
I.D. #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_ (W)

**Part 2: PROGRAMME INFORMATION**

PROGRAMME:  Early Childhood  Primary  Secondary  ACP SPECIALIZATION Major: \_\_\_\_\_  
Minor: \_\_\_\_\_  
SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

**Part 3: WITHDRAWAL INFORMATION**

I hereby seek to withdraw my enrolment at Shortwood Teachers' College for the academic year: \_\_\_\_\_

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective date of withdrawal: \_\_\_\_\_

I understand that if I have withdrawn from the College, any academic services and other on-campus resources including access to the residential halls, library and dining services will be terminated within twenty-four hours of the effective date of withdrawal.

I am also responsible for any financial obligations to the College, including tuition owed as a result of financial aid/ funds returned to donors. (See College's refund policy in iSIMS)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

**NB: Electronic signatures are not acceptable.**

**NOTE:**

1. Withdrawals are effective on the date received by the College Registrar, unless otherwise indicated by the Vice Principal of Academic Affairs.
2. Students living in halls of residence are required to obtain clearance from the Residential Manager's Office.

**FOR OFFICIAL USE ONLY**

Approved by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Registrar dd mm yyyy

Processed by the Registry and action taken \_\_\_\_\_

Name

Signature