



**Students' Academic Services,**  
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## REQUEST FOR ADD & DROP OF UNITS AND FORMAL COURSE WITHDRAWAL

**Student ID Number:**

### SECTION A: PERSONAL DETAILS

Surname:

First Name:

Middle Name:

Date of Birth:

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Address:


Cell Phone:

Fascimile:

Email:


**Course Name:**

### SECTION B: ADD & DROP UNITS

*Please list all the units and indicate by circling the 'Add' or 'Drop' for the Units that would either be dropped or added.  
Do note that this is only valid during the enrolment week.*

No.	Units	Please Circle		No.	Units	Please Circle	
1		Add	Drop	6		Add	Drop
2		Add	Drop	7		Add	Drop
3		Add	Drop	8		Add	Drop
4		Add	Drop	9		Add	Drop
5		Add	Drop	10		Add	Drop

Reason(s) for **ADD** or **DROP** units:


Academic Counsellor's Approval: \_\_\_\_\_ (Sign & Stamp)

### SECTION C: FORMAL COURSE WITHDRAWAL

*(This section is only valid up to the final course withdrawal date as per SINU Academic Calendar.  
Note that deferment is not part of this application).*

**I wish to formally withdraw from the course:**

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Reason(s):

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*(Please attached certified document(s) to support withdrawal)*

### SECTION D: OFFICE USE

Is the Add or Drop of Unit(s) Approved?

**YES/NO**

Is the course Withdrawal Approved?

**YES/NO**

Update in SMS system

**Date:** \_\_\_\_\_

**SAS Officer:** \_\_\_\_\_