

THE UNIVERSITY OF PAPUA NEW GUINEA

SCHOOL OF BUSINESS AND PUBLIC POLICY

SBPP 15

FORM FOR TEMPORARY OR PERMANENT WITHDRAWAL FROM PROGRAMME ENROLLED

1. THOSE WHO WISH TO WITHDRAW PERMANANTLY MUST NOTE THAT ANY WITHDRAWAL IS SUBJECT TO UPNG WITHDRAWAL POLICY. ONCE WITHDRAWAL REQUEST IS APPROVED, ALL THE RECORDS WILL BE REMOVED FROM UPNG SYSTEMS. IN ORDER TO COME BACK TO THE SAME OR DIFFERENT PROGRAMME, A NEW APPLICATION NEEDS TO BE SUBMITTED. SELECTION WILL BE SUBJECT TO RULES AND REGULATIONS OF THE TIME WHEN APPLICATION WILL BE PROCESSED.

2. THOSE WHO WISH TO WITHDRAW TEMPORARILY FOR A SEMESTER OR YEAR OR MORE, ARE SUBJECT TO UPNG WITHDRAWAL POLICY. IN ORDER TO COME BACK TO CONTINUE THE STUDIES, RE-ENROLMENT FORM SHOULD HAVE BEEN SUBMITTED SUBJECT TO UPNG'S DEADLINE. (YOU ARE REQUIRED TO ATTACH EVIDENCES, SUCH AS MEDICAL CERTIFICATE OR DEATH CERTIFICATE ETC, WHEREVER RELEVANT)

| | | | | | | | | | | | | | | | | | | |
|-----------|----------------------------|---|-----------|-----------|--------|-----------|-------|--------|-----------|------|-------|------|------|-------|------|-------|-----|--|
| A) | Name of the student: _____ | B) ID No: _____ | | | | | | | | | | | | | | | | |
| C) | E-mail ID: _____ | (D) Gender: M / F | | | | | | | | | | | | | | | | |
| E) | Programme: | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>FB&M</td><td>D.Acc</td><td>D.B &M</td><td>B.Acc</td><td>B.Ec.</td><td>B.B &M</td><td>B.B&M(PS)</td><td>BPFA</td> </tr> <tr> <td>M.B.A</td><td>MHRM</td><td>MEPP</td><td>GDEPP</td><td>GDCG</td><td>PGDSM</td><td>MSM</td><td></td> </tr> </table> | FB&M | D.Acc | D.B &M | B.Acc | B.Ec. | B.B &M | B.B&M(PS) | BPFA | M.B.A | MHRM | MEPP | GDEPP | GDCG | PGDSM | MSM | |
| FB&M | D.Acc | D.B &M | B.Acc | B.Ec. | B.B &M | B.B&M(PS) | BPFA | | | | | | | | | | | |
| M.B.A | MHRM | MEPP | GDEPP | GDCG | PGDSM | MSM | | | | | | | | | | | | |
| F) | Discipline: | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Acc/PFA</td><td>B&F</td><td>B.M</td><td>H.R.M.</td><td>P.P.M</td><td>S.M</td><td>T.H.M</td><td>Eco.</td> </tr> </table> | Acc/PFA | B&F | B.M | H.R.M. | P.P.M | S.M | T.H.M | Eco. | | | | | | | | |
| Acc/PFA | B&F | B.M | H.R.M. | P.P.M | S.M | T.H.M | Eco. | | | | | | | | | | | |
| G) | Current Mode of study : | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Internal</td><td>External</td> </tr> </table> | Internal | External | | | | | | | | | | | | | | |
| Internal | External | | | | | | | | | | | | | | | | | |
| H) | Type of withdrawal | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Temporary</td><td>Permanent</td> </tr> </table> | Temporary | Permanent | | | | | | | | | | | | | | |
| Temporary | Permanent | | | | | | | | | | | | | | | | | |

I) Reasons for withdrawal:

J) Payment fees Details: (Please Attach copy of the receipt)

| Date of payment | Receipt no: | Amount |
|-----------------|-------------|--------|
| | | |

K) Are you recipient of "HELP" Loan programme?

| | |
|-----|----|
| Yes | No |
|-----|----|

Signature of the student:

Date:

FOR OFFICE USE ONLY

| Date of receipt of appeal | Approval of Executive Officer | Approval of Deputy Executive Dean (Academic) | Whether student is sent withdrawal letter & date of letter |
|---------------------------|-------------------------------|--|--|
| | | | |