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KPC/OF/REG/016

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KOMBOLCHA POLYTECHNIC COLLEGE

ርዕስ/ Title

Withdrawal Form

Issue No.

1

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Effective Date: 14/04/2017

1.A Trainee Registered for the Collage Program May Withdraw For Academic or Non- Academic Reasons

A trainee Who finds it necessary to withdraw from the Collage must do so Officially to Maintain good Standing And eligibility for honorable dismissal and for Possible readmission

2.Complete withdrawal Procedures (that are Outlined below)

A trainee Who withdraws for non-academic reasons can Apply for readmission.

3.A trainee Should Have adequate reasons for withdrawal and subsequent readmission.

A trainee who withdraws from the Collage before the end of first Semester first Year can apply for readmission

4.A trainee who withdrawals from the Collage after completing one Semester Or more shall apply to the office of the registrar

With in December (1-8) (Hidar 23-30) to be admitted to the second Semester

With in May (1-8) (Miazia 23-30) to be admitted to the summer or first Semester

5.Procedure

A. Complete Part I of this form.

B. Obtain the Signature in part II.

C. Return this form to the to the registrar office not later than two weeks after leaving from the training.

D. This form becomes Part of the student's Permanent file and record

PART I :-

1.1. Full Name :- _____ ID _____

1.2. Sector:- _____ Occupational title: _____

1.3. Admission Classification:- _____ Level:- _____ Semester:- _____

1.4. Last date Class Attended:- _____

1.5. Approvance by the Advisor for the last date Class attended

A. Advisors Name:- _____

B. Signature:- _____

C. Date:- _____

1.6. Reasons for withdrawal:- _____

1.7. Date:- _____ Signature of the trainee:- _____



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Part II Full Name Signature

2.1 Department Head -----

2.2. Library -----

2.3 .College Book Store -----

2.4. Continuing Education -----

(For Evening Trainee's only)

2.5. Academic Vice Dean -----

2.6. Registrar's Office -----

(For the return of ID card)

2.7. Vocational Counselor -----

2.8. Guards Head -----

2.9. Shop Head -----

2.10. Finance -----

N.B. Don't forget to bring this form at the time of readmission request or Collection of academic Credentials.

APPROVED AND CONTROLLED COPY