

**COURSES TO BE REGISTERED**

Reg. No#: \_\_\_\_\_ Name: \_\_\_\_\_ Program: \_\_\_\_\_ Semester &amp; Year: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Student may:

- Transfer from one course to another within 2 weeks of the start of the semester. Attendance from course can also be transferred; however students are responsible to make up for missed work and assignments given.
- Withdrawal policy for all the semesters (including first semester) is the same. The process of course withdrawal is as below:
  - The request for withdrawal has to be made prior to the 12th session through ZabDesk's Online Course Withdrawal option.
  - The request for withdrawal has to be approved by Academics, Program Manager and Records Department.
    - Withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.
    - In case of withdrawal, letter grade of 'W' (with no grade points) is awarded.
- Course withdrawal and refund policy is as below:
  - In case of withdrawal from a course during the semester, no tuition fee is refundable; however, the amount of withdrawal will be transferable to the next semester.

For course withdrawal, refund of fee is as below:

<b>For Courses of 3 Hours per Week</b>	<b>Refunded Fee</b>
Before 4th session	50 percent
Before 8th session	25 percent
8th session to before 12th session	No refund
12th session and onwards	Withdrawal not allowed

In Case of forced De-registration, tuition fee for course(s) will be carried forward.

\_\_\_\_\_  
Program Manager – Sign & Date\_\_\_\_\_  
Student - Sign & Date