

WITHDRAWAL FORM FOR CE

Please note:

1. You must submit a Clearance form duly signed by the concerned officials of the college in order to process for refund of the Security Deposit.
2. Please attach a letter from the guarantor or the person responsible for payment of fees.

1. Student Details

A) Name:	B) Enrollment No:						
C) Program:	D) Semester/s Attended:						
E) Cohort:	F) Do you intend to return? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided If YES: Proposed Return Semester & Year: _____						

2. Contact Details

E-Mail:	
Mobile:	
Landline:	

3. State your reason/s for Withdrawal:

- ☐ Financial difficulties
- ☐ Change of academic programme
- ☐ Intention to pursue studies abroad
- ☐ Health issues
- ☐ Transfer to another college within Bhutan
- ☐ Academic difficulties
- ☐ Failure to meet academic requirements
- ☐ Expulsion from the institution
- ☐ Programme not aligned with personal interests or career goals
- ☐ Difficulty balancing work and studies
- ☐ Work or employment-related commitments

☐ Other (please specify): _____

4. Bank account details for refund of security deposit.

Account Number:

Account Holder name:

I understand that once my withdrawal is approved, I am no longer a student of the RTC. Also, I understand and agree that I will be subject to withdrawal penalties/Charges as per college norm.

Student Signature:

Signature of Parents/Guardian: _____

Date:

Phone No: _____

Date: _____

Royal Thimphu College
CLEARANCE FORM FOR STUDENTS

(To be filled in by students leaving the college)

Date: _____

1. Name: _____

2. Enrolment No:

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3. Program _____

4. Semester _____

The in-charges/officials listed in this form, before signing on this document, should ensure that there are no financial dues/obligations, materials issued such as books, software, computers, etc belonging to the college or to their respective units/departments listed below against the name of the following person.

SL#	Designation / Office	Signature	Certification / Remarks
1	IT Manager		
2	Librarian		
3	Store In-Charge		
4	CE coordinator		

Registrar

Comments:

(Signature)

Dean

Comments:

(Signature)