

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: _____

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		

Dean	<i>Comments:</i>
(Signature)	