



APP WITHDRAWAL

Effective Date _____

Student Name: _____ Student ID Number: _____

Reason(s) for Withdrawal from AUIS: _____

***Withdrawing from AUIS means that students will lose their seat at AUIS. If they want to join AUIS in the future, they will need to reapply and go through the admission process.**

Library

Returning borrowed books during the semester or before the deadline

Library Manager _____

Scholarship Office

Only scholarship and sponsored students are requires to obtain this signature.

Scholarship Office _____

APP Director

Student has no outstanding academic or grade appeal processes

Student has no behavioral or academic integrity issues

APP Director _____

Student Services

Check out of dorm room (if applicable)

Check on any pending fees / keys / lockers

Student Services _____

Finance

Pay off outstanding debts and fees

Bursar _____

Registration and Records Office

Registration and Records Director _____

Return ID card and completed form to the Registration and Records Office.

Take high school certificate and/or other official documents.

Processed by _____

1. TO BE ENTERED IN SONIS ON THE SAME DATE
2. TO BE PLACED IN PERMANENT STUDENT FILE