



Graduate Studies

**TEMPORARY/PERMANENT WITHDRAWAL FORM**

Student Name:

Student ID: (Full ID - 9 digits)  Email:

Affiliation:

Work Phone:  Home/Cell Phone:

Sponsorship:  Self sponsored  PI Employee  Company Sponsorship

Major:  Chemical Engineering  Electrical Engineering  Mechanical Engineering  Petroleum Engineering  Petroleum Geosciences

**Temporary Withdrawal from a semester:**  
Please Note: the PI allows a maximum of two semester postponing for Master program.

Semester:  Fall  Spring Year:

Expected date of return:  Fall  Spring Year:

**Permanent Withdrawal from the PI:**

**Please Note:** By submitting this form you acknowledge that you:  
- wish to completely withdraw from the Petroleum Institute  
- will need to reapply for admission if you wish to resume your graduate studies at the Petroleum Institute at a later date.

Reason of Withdrawal:

Time & Grade of Withdrawal: Before Deadline  Student will receive "W" grade  
After Deadline  Student will receive "F" grade

**Refund Policy**  
The PI add/drop and withdrawal dates will be used for tuition fee adjustment as follows.  
Please refer to the Academic Calendar for the dates on [www.pi.ac.ae/PI\\_ACA/pgp/calendar.php](http://www.pi.ac.ae/PI_ACA/pgp/calendar.php).

Date	Refund
- Before classes begin	100%
- Before Add/Drop ends	70%
- Before last day to withdraw from a course with a "W"	30%
- After last day to withdraw from a course with a "W"	None

Student's Signature  Date  Program Director's Signature  Date

**To be approved by the Director of Graduate Studies**

Comments, if any:

Signature of the Director  Date  Endorsed by the Provost:

Signature of the Provost  Date

**Please turn over to complete the STUDENT CLEARANCE FORM!**



## Graduate Studies

### STUDENT CLEARANCE FORM

To be completed by the student

Student Name:	<input type="text"/>				
Student ID: (Full ID - 9 digits)	<input type="text"/>			Email:	<input type="text"/>
Work Phone :	<input type="text"/>		Home/Cell Phone:	<input type="text"/>	
Major:	<input type="checkbox"/> Chemical Engineering	<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Mechanical Engineering	<input type="checkbox"/> Petroleum Engineering	<input type="checkbox"/> Petroleum Geosciences Engineering
Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:	<input type="text"/>

To be completed by the staff

Department	Confirmed by	Signature	Date
Academic Program			
Library			
Registrar's Office			
Information Technology (IT)			
Finance			
Human Resources (HR)			

To be completed by the Director of Graduate Studies and Research

<input type="text"/>		
Name	Signature	Date

To be completed by the Registrar's Office

The above mentioned student was cleared on

<input type="text"/>		
Name	Signature	Date

Please return to the Registrar's Office after completion