

**Guidelines Name:** Guidelines for Student Withdrawal from AIMU  
**Previous Guidelines:** N/A  
**Guidelines Number:** COR-GOV-POL-20171119-0010-0  
**Guidelines Date:** November 19, 2017  
**Responsible Office:** Office of the Registrar

### **General Principles:**

Students intending to withdraw from AIMU are responsible for contacting all applicable offices to ensure closure in all areas. These Offices/Departments may require specific actions. It may also be necessary to consult additional offices to complete the withdrawal process. This is a collaborative process that requires student cooperation between student affairs and academic affairs, and central coordination.

### **Definition:**

**Withdrawal from university:** A student withdraws from university if he/she voluntarily decides to leave the university and the enrolled course of study.

### **Reasons for Withdrawal from the University:**

- a) Transfer to another academic institution
- b) Leave the University without a definite plan to return
- c) Take an extended break from studies beyond a leave of absence
- d) Academic reasons
- e) Financial reasons
- f) Medical/Health reasons
- g) Family reasons
- h) Personal reasons

## **Student Withdrawal Procedure:**

- 1) Inform the Registrar's Office about intention to withdraw from AIMU
- 2) Complete the AIMU Withdrawal Request Form  
All sections of the form must be completed, including
  - Name of the official with whom the student had counseling
  - Name of the official who counseled the student for visa and student life information
  - Name of the official who issued the admission letter
  - Name of the official who explained the student about the Tuition fee and Refund policy

- 3) Complete the Clearance Certificate Form  
Clearance from the following AIMU Offices/Departments
  - Laboratory
  - Library
  - Accounts: Tuition fee; other fees and fines
  - Hostel fee
  - Utilities: water and electricity
  - Cafeteria fees

All clearances are verified before signing the Clearance Certificate Form by the Registrar's Office

- 4) Present the completed Withdrawal Request Form with all required attachments to the Dean's Office for approval by the Dean.  
Attachments include
  - Admission letter and Fees statement
  - Fee agreement and fee payment proof (only the payments made directly to the University are considered for refund as stated in the Academic Bulletin or fee statement policy)
  - Clearance Certificate Form
  - Copy of No objection from MCI (for Indian students)

- 5) Upon the Withdrawal Request approval by the Dean's Office, the Registrar's Office informs the student in writing about the withdrawal approval.

- 6) Once the withdrawal request is approved, the Registrar removes the student from the list of actively enrolled AIMU students and classifies the student as a **former AIMU student**.
- 7) All documents related to student's withdrawal are deposited to the specified section of the Student Record Management System.
- 8) When the Registrar's Office is requested to issue the student's Official Academic Transcript, the transcript will indicate student's academic standing as **"Withdrawn from [degree] Program"**

This policy consists of three (3) pages

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