

COLLEGE WITHDRAWAL FORM

American International Campus (AIC)
No. 154, Havelock Road, Colombo - 05



If you are planning to withdraw from your enrolled program at American International Campus (AIC), carefully consider your decision. Program withdrawal is a **voluntary action** that only you can take. Make sure you are fully informed of the various alternatives to program withdrawal before taking this action. It is recommended that you discuss your options, including program withdrawal, with your Academic Advisor. By withdrawing from AIC, you will be removed from all enrolled programs you have been accepted into. You will also be withdrawn from all associated academic courses that you are currently registered. On termination of registration, you will cease to be a student of AIC and all academic rights and responsibilities are ended. Subject to the provisions of the AIC Students Admission Agreement and Student Application Form, paid course fee for the academic year and course fees paid on already participated programmes are non-refundable. AIC as a university pathway provider operating under the approval of Tertiary & Vocational Education Commission (TVEC) of Sri Lanka and respective foreign university partners recognized by the University Grants Commission (UGC), assume No responsibility or liability for any claim made by the student with regard to the transcripts, transferability of credits, academic records after the withdrawal.

STUDENT INFORMATION				
First Name		Last Name		
AIC Student ID #		Date of Birth		
Passport #		NIC #		
Email Address				
Local Address				
Telephone		Mobile		
REGISTRATION INFORMATION				
Program Enrolled		Major		Year

DECLARATION:

- ✓ I hereby declare that I quit the academic program and will be discontinuing my studies at AIC on my own free will and my sincere appreciation to the management and the lecture panel of AIC for all the guidance and the support provided throughout at AIC.
- ✓ I shall return the student ID which was provided to me by AIC upon joining the program.
- ✓ I confirm that I am aware of options available to me other than withdrawal and that I have read and understood the AIC Withdrawal Procedure.
- ✓ By signing this form, I am withdrawing from my currently enrolled program and the collaborative program(s), if any, in which I am registered.
- ✓ I understand that access to my personal and academic records, transcripts and my right to request such records shall cease immediately after the withdrawal has taken effect.
- ✓ I understand all the terms and hereby agree to indemnify AIC from any claim with regard to academic records, transcripts, student progress reports, future academic disputes and any other liability, loss or damage arisen after my withdrawal.

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- ✓ I'm fully aware that AIC is a university pathway provider and my transcript provided by AIC will only be accepted by the AIC partner universities and the credits earned at AIC can only be transferred to AIC partner universities.
- ✓ I further understand that the credits earned at AIC is not fully transferred to other educational institutions and I hereby agree to take the full responsibility on that and I waive any right I may have to pursue any action against AIC with regard to the transfer of credits to another institution.
- ✓ I understand that withdrawal is a **voluntary action** that I am taking of my own initiative and that I may not appeal this decision.
- ✓ Having read this form, I request that I be withdrawn from AIC from the enrolled program indicated above and I hereby request you to grant me your approval for my disenrollment from AIC.

I undersigned hereby read, understood and acknowledged all the conditions mentioned herein.

Student's Signature		Date	
Parent's Signature		Date	

Official Use Only:

All payments due are being made	Yes		No		Accountant	
Collected Student ID and Issued APR/Transcript	Yes		No		Head of Academic Administration	