

**NOTIFICATION OF WITHDRAWAL FROM A COURSE UNIT  
(Up to the end of Week 3 of Semester)**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Details: \_\_\_\_\_

Email Address: \_\_\_\_\_

We invite you to complete the following information:

I am seeking withdrawal from the course unit: \_\_\_\_\_

For the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: After Week 3, a **Withdrawal without Penalty** can be given only through application to the Academic Registrar and by a decision of the CIS Academic Board.

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