



**University of the Southern Caribbean
TEMPORARY WITHDRAWAL FORM**

RETROACTIVE

NOTE: This form MUST be done in duplicate and submitted to the Registrar's Office.

NAME _____ USC ID# _____ DATE _____

PERMANENT ADDRESS _____

PHONE CONTACT _____ EMAIL ADDRESS _____

DEGREE/PROGRAM _____ NUMBER OF CREDITS COMPLETED _____

I am hereby withdrawing TEMPORARILY from the University of the Southern Caribbean

WITHDRAWAL SEMESTER 1st () 2nd () 3rd () SCHOOL YEAR: _____

I plan to return for the academic period: 1st () 2nd () 3rd () Semester SCHOOL YEAR: _____

Reason(s) for Withdrawal: **(Please tick (v) desired response)**

Medical Financial Employment Academic Difficulty
 Family Obligation Other: _____

I have discussed the reasons with my academic advisor Yes No **(Strongly Recommended)**

I am aware of the following:

1. Withdrawing does not eliminate my financial obligation to the University of the Southern Caribbean.
2. A break for more than one consecutive semester may result in a change in Academic Bulletin.
3. Prior to my return I will be responsible for notifying the university using the "Intention to Return" Form. **(Available online, Admissions Office and Form Box opposite ATM Machine)**
4. Prior to my return I will be responsible for requesting a letter for the G.A.T.E Office indicating approval to return. **(Trinidad and Tobago Nationals ONLY)**

Student's Signature _____ DATE _____

Advisor's Name _____ Advisor's Signature _____ DATE _____

Please obtain signatures on overleaf in sequential order

Please obtain signatures from the following in the order listed below:

Department/Office

Signature, Stamp & Date:

Student Services & Enrollment Management _____ [] Approved [] Denied

Dean/Chair of School _____ [] Approved [] Denied

Library Director _____ [] Approved [] Denied

Residence Hall Deans (*Dorm students only*) _____ [] Approved [] Denied

Associate Provost _____ [] Approved [] Denied

Student Finance Office _____ [] Approved [] Denied

*****OFFICIAL USE ONLY*****

University Registrar/Designee _____ Date Processed _____

Comments

