

## **WITHDRAWAL FORM**

**Please note:**

1. You must submit a Clearance form duly signed by the concerned officials of the college in order to process for refund of the Security Deposit.
2. Please attach a letter from the guarantor or the person responsible for payment of fees.

**1. Student Details**

|            |                         |  |  |  |  |  |  |
|------------|-------------------------|--|--|--|--|--|--|
| A) Name:   | B) Enrollment No:       |  |  |  |  |  |  |
| C) Program | D) Semester/s Attended: |  |  |  |  |  |  |

**2. Contact**

|           |  |
|-----------|--|
| E-Mail:   |  |
| Mobile:   |  |
| Landline: |  |

**3. State your reason/s for Withdrawal:**

**4. Bank account details for refund of security deposit.**

Account Number:

Account Holder name:

**I understand that once my withdrawal is approved, I am no longer a student of the RTC. Also, I understand and agree that I will be subject to withdrawal penalties/Charges as per college norm.**

Student Signature:

Signature of Parents/Guardian: \_\_\_\_\_

Date:

Phone No: \_\_\_\_\_

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

# Royal Thimphu College

## CLEARANCE FORM FOR STUDENTS

*(To be filled in by students leaving the college)*

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

1. Name: \_\_\_\_\_

2. Enrolment No:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

3. Program \_\_\_\_\_

4. Semester \_\_\_\_\_

The in-charges/officials listed in this form, before signing on this document, should ensure that there are no financial dues/obligations, materials issued such as books, software, computers, etc belonging to the college or to their respective units/departments listed below against the name of the following person.

| SL# | Designation / Office | Signature | Certification / Remarks |
|-----|----------------------|-----------|-------------------------|
| 1   | IT Manager           |           |                         |
| 2   | Librarian            |           |                         |
| 3   | Store In-Charge      |           |                         |
| 4   | CE coordinator       |           |                         |

**Registrar**

*Comments:*

(Signature)

**Dean**

*Comments:*

(Signature)