

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:

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3. Program _____

4. Semester _____

5. Day-Scholar / Boarder (*Hostel* _____, *Room#* _____)

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	Resident Assistant		
2	Resident Mentor		
3	IT Manager		
4	Librarian		
5	Store In-Charge		

Registrar

Comments:

(Signature)

Dean

Comments:

(Signature)