



Important Notes

1. Students may make changes to their enrolment records during the course add/drop period. Requests for adding or dropping courses other than the add/drop period will NOT be accepted.
2. Students may withdraw from an individual course after the course add/drop period on condition that he/she still has at least one course enrolled after the course is withdrawn.
3. Students may withdraw from an individual course after the course add/drop period at least 5 working days before the final examination. A 'W' grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered. A student who drops a course without going through the prescribed procedure will be given a grade of 'F' for that course.

STUDENT INFORMATION

Name: _____ Student No.: ---

Academic Unit: FAH FBA FED FHS FLL FSS FST IAPME ICMS ICI IME

Programme / Major: _____

Contact No.: _____ E-Mail: _____

Course(s) Applied for Withdrawal

Seq.	Course Code	Course Title
1.		
2.		
3.		
4.		
5.		

Remark:

1. Students must have **at least one course enrolled** after the course is withdrawn.
2. A "W" grade will be given to the withdrawn course.
3. The tuition fee for the withdrawn course(s) will NOT be refunded.
4. The fees for retaking any courses are calculated based on the number of credits of the retake course. For non-credit bearing course, the retake fees shall be one credit.

Applicant's Signature: _____ **Date:** _____ / _____ / _____

❖ I declare that the information provided in this application form is correct and I have acknowledged and understood the <Personal Data Collection Statement of the University of Macau / the Graduate School of the University of Macau>.

FOR GRADUATE SCHOOL USE ONLY

Received on: _____ Date: _____