

TO: ALL LKC FES STUDENTS

**Withdrawal of Course – October 2017 Trimester**

Please be informed that according to

*University Regulation II Programme Registration, Refund of Fees, Leave of Absence and Withdrawal From Studies ---→ Part I – Programme Registration ---→ 5. Add/ Drop/Withdrawal of Courses ----→ (3) Withdrawal of registered programme courses(s) is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester/semester.*

If you wish to withdraw any of your course(s) registered in October 2017 Trimester, please fill in the withdrawal form (attached), get your lecturer and academic adviser to sign and submit to Faculty General Office latest by **Friday, 17 November 2017 (Week 5).**

**SUBMISSION OF WITHDRAWAL OF COURSE(S) FORM AFTER THE STIPULATED DEADLINE WILL NOT BE ENTERTAINED.**

Thank you.

Faculty General Office  
Lee Kong Chian Faculty of Engineering and Science