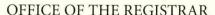


UNIVERSITY OF SANTO TOMAS





Dropping of Program

Process:

- 1. The student fills out the form legibly.
- 2. The student emails the accomplished form to the official email of the Academic Units.
- 3. The Academic Units email the accomplished form to the Office of the Registrar.
- 4. The Office of the Registrar processes the application.
- 5. The Office of the Registrar emails the Accounting Office and the Office of the Dean.
- 6. The Academic Units inform the student that the application to drop the program is being processed and is already with the Accounting Office.

Student's signature over printed name/ Date

Endorsement of the Dean/Authorized Representative Signature over printed name/Date

Registrar Date

Processed Date:





