

Policy Title	Withdraw from the University
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Academic Program Admission and Registration Financial Department
Pertinent Dates	Create Date: March 2022 Expire Date: Revise Date: Approve Date: Effective Date:

I. SCOPE OF POLICY

The student may wish to withdraw from the university at any time of enrollment. This policy presents the regulations and reimbursements following to the withdraw decision for new admitted students and continuing students.

II. DEFINITIONS

New admitted students: students who are accepted and admitted (filled admission form and paid the tuition fees) for their first semester at AIU.

Continuing students: students who are enrolled after completing the first semester to the following semesters.

III. POLICY STATEMENT

Regulations of withdraw for new admitted students:

- The student may request to reimburse 10% of the total yearly tuition fees if the request to withdraw was submitted before the first day of the first semester.
- The student may request to reimburse 25% of the total yearly tuition fees if the request to withdraw was submitted during the first month of study.
- The student may request to reimburse 50% of the total yearly tuition fees if the request to withdraw was submitted after the first month of study.
- The student has the right to reimburse other fees that did not use their services like: administrative fees, military education fees, accommodation fees, transportation fees, medical check-up for whom did not take it.

Regulations of withdraw for continuing students:

- Student will receive W grade if they registered in any courses.
- The continuing student may request to reimburse 100% of the tuition fees in his account if the request to withdraw was submitted during the spring break or summer break. (After the final exams and before the first day of study of the following semester).
- The continuing student may request to reimburse 50% of the semester tuition fees during the first two weeks of study (Registration and Add & drop weeks).
- The continuing student may not reimburse any tuition fees after the first two weeks of study.

- The student has the right to reimburse other fees that did not use their services like: administrative fees, military education fees, accommodation fees, transportation fees.
- Any student quit attending classes does not mean a withdrawal. Students are obligated to pay the tuition fees even if they did not attend or register in courses.

Required Documents:

- 1- Withdraw form
- 2- Clearance form
- 3- Reimbursement form

IV. RESPONSIBILITIES

- Students are responsible for showing their desire to withdraw by submitting a withdraw request to the Registrar office. Quitting classes is not considered a formal withdraw. Students must fill the clearance form from different departments shown on the clearance form.
- The Registrar office is responsible for:
 - o Reviewing the clearance status and deliver the student file.
 - o Informing the Ministry of Higher Education to remove the students from AIU's enrolled students' list.
 - o Prepare a memo to refund any tuition or fees for the withdrawn student.

V. POLICY STANDARDS AND PROCEDURES

- 1- The student must show his desire to withdraw from AIU. They may submit a reimbursement request according the time of withdraw.
- 2- The student must submit a request to withdraw and clearance form at the Registrar office.
- 3- After clearing the student, he may collect his file from the Registrar office.
- 4- The Registrar office inform the MoHE to remove the student from the list of enrolled students at AIU.
- 5- The Registrar office inform the IT department to deactivate the student's Microsoft account.

VI. FORMS/INSTRUCTIONS (if applicable)



طلب انسحاب

أقر أنا الطالب المذكور بقراري في سحب ملفي / إمتي واسترداد قيمة المصروفات الدراسية التي تم سدادها بعد خصم قيمة المصروفات الإدارية حسب الفواتح المعمول بها بالجامعة.

اسم الطالب	
الرقم الجامعي	الرقم القومي
المحل / البرنامج	
فصل الالتحاق	فصل الانسحاب
اسم ولي الأمر	
الرقم القومي لولي الأمر	
أسباب الانسحاب وسحب الملف	
توقيع الطالب	
توقيع ولي الأمر	
التاريخ	
خاص بـ مكتب القبول	
توقيع الموظف	
التاريخ	

إخلاء طرف طالب

أقر أنا الطالب المذكور بأني أرغب في سحب ملف ابني / ابنتي واسترداد قيمة المصروفات الدراسية التي تم سدادها بعد خصم قيمة المصروفات الإدارية حسب التوائح المعمول بها بالجامعة.

اسم الطالب		الرقم القومي
الرقم الجامعي		المجال/ البرنامج
بيانات العيادة		
التوقيع	العمدة	الإدارة
الكلية		
إدارة القبول والتسجيل		
إدارة شؤون الطالب		
المكتبة		
السكن الجامعي		
إدارة النقل		
الإدارة المالية		

يحتد إخلاء طرف الطالب

المشرف على إدارة القبول والتسجيل

د/ أشرف سعيد

إقرار استلام ملف

اسم الطالب	
المجال/ البرنامج	
اسم ولي الأمر	

أقر أنا الطالب/ ولي أمر الطالب المذكور أعلاه بأني استلمت كافة المستندات الخاصة بي من جامعة جامعة الطمين الدولية بناء على رغبتي دون انني مسؤولة على الجامعة ولا يحق لي الرجوع عن هذا القرار.

وهذا إقرار مني بذلك.

توقيع ولي الأمر	
التاريخ	

VII. APPENDICES (if applicable)

Refer to the following policies:

- 1- Tuition and Fees
- 2- Academic Calendar

VIII. CONTACT INFORMATION

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.