

GENERAL SIR JOHN KOTELAWLA DEFENCE UNIVERSITY
APPLICATION FOR DEREGISTRATION FROM STUDENTSHIP

INFORMATION OF THE STUDENT

Full Name :

Name with Initials :

National Identity Card No. :

Faculty :

Intake & Registration No. :

Gender :

Degree Programme & Duration :

Reason for Deregistration :

Relevant Documents Attached (Mark below)

- Request Letter of Student
- Supporting Evidence

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Signature of Student

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Date

RECOMMENDATION OF THE FACULTY

Date of Commencement of Academic :

Activities :

Last Date of Attendance :

Last End Semester Examination Attended :

Senior Assistant Registrar/ Assistant Registrar :

Head of the Department :

Dean :

RECOMMENDATION OF BURSAR

Total Course Fee :

Children of Ranaviru/Police/KDU/NCC Families (If Applicable) :

Scholarships Granted (If Applicable) :

Installments	Amount	Paid/Not Paid	Due Date
1 st Installment			
2 nd Installment			
3 rd Installment			
4 th Installment			
Library Deposit			
Other Chargers			

Senior Assistant Bursar/ Assistant Bursar :

Bursar :

RECOMMENDATION OF REGISTRAR

Date of Registration :

Date of Agreement :

Date of Request for Cancellation of Studentship :

Cancellation Before / After Signing Agreement :

Cancellation before / After Commencement of Academic activities :

Three (3) Weeks Exit Policy (If Applicable) :

Laptop collected or not :

Laptop Type & Value (If Applicable) :

REFUND

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Assistant Registrar - Enlistment

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Signature

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Date

Registrar

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Signature

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Date

Approval of the Vice Chancellor

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Date

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Signature