

Request for Withdrawal from the School

Submission date (YYYY / MM / DD): _____ / _____ / _____

To The Dean of the School of Political Science and Economics, Waseda University

Student ID _____	
Student Name _____	(印 [seal or signature])
Zip Code: _____	
Address _____	Mobile Phone No. _____
Email Address (Other than Waseda email) _____	
Guardian's Given Name / Family Name _____ (印 [seal or signature])	
Zip Code: _____	
Address _____	Phone No. _____

(The student and guardian must fill out each relevant section in their own handwriting and affix separate seals or signatures.)

I would like to withdraw from the School for the following reason(s):

Please read the following items carefully, filling in the blanks and putting a circle around the appropriate answers.

1. Indicate the situation of your tuition payment.	I have paid tuition until the (Spring / Fall) semester of Academic Year ().	
2. If you have not paid fees for the current semester, your data will be removed from the school register due to "unpaid tuition" as of the last day of the latest semester for which you did pay. The dates for withdrawal are March 31 for students who did not make a payment for spring semester tuition and September 20 for students who did not make a payment for fall semester tuition. Only if you have paid fees for the current semester can you choose a withdrawal date from the two options listed on the right.	A. I wish to withdraw on the date of submission of this "Request for Withdrawal." (Grades acquired in the current semester will be INVALID.)	B. I wish to withdraw after completing the current semester. (Grades acquired in the current semester will be VALID.)
3. Have you received a scholarship this year?	YES	NO
If yes, please write here the name of the scholarship. ()		
4. Did the SPSE Office explain to you about the next bank transfer for your tuition payment?	YES	NO

***Make sure to return your student ID card to the SPSE Office along with this form.** Please terminate automatic debit transfer for tuition payment on your own responsibility. Under special circumstances we will accept the application form by mail (which must be sent as *registered* mail).

***You cannot stay in Japan if your status of residence is "Student". Please leave Japan immediately or change your status of residence to appropriate status. When you leave Japan, please return your residence card at the airport.**

Office use

学生証:返却済 ☐

学費: 年度 学期迄納入済 ☐

学費口座:解約済 ☐

奨学金:異動届提出済(受給中の場合) ☐

事務所 受付印	承認日	通知発送日