



BARBADOS INSTITUTE OF MANAGEMENT AND PRODUCTIVITY

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### COURSE WITHDRAWAL FORM

<b>National Registration #:</b>		<b>Date of Birth:</b> <i>dd</i> / <i>mm</i> / <i>yyyy</i>	
<b>Last Name:</b>		<b>First Name:</b>	<b>Middle Initial:</b>
<b>Former/Maiden Name:</b> <i>(Where applicable)</i>			
<b>Address1:</b>			
<b>Address2:</b>			
<b>Parish:</b>		<b>Postal Code:</b>	<b>Country:</b>
<b>Home Phone:</b>		<b>Work Phone:</b>	<b>Cell Phone:</b>
<b>Email Address:</b>			

### COURSE/SEMINAR INFORMATION

<b>TERM:</b>		Please tick (✓) the appropriate box ( <input type="checkbox"/> )				<b>YEAR:*</b>	
		1	2	3	Summer		
#	CODE:	COURSE/SEMINAR TITLE:			DAY(S)	TIME	Sponsored Yes/No? Tick (✓)
1.							<input type="checkbox"/>
2.							<input type="checkbox"/>
3.							<input type="checkbox"/>
4.							<input type="checkbox"/>
<b>Reason for Withdrawal :</b>							
<b>Signature:</b>					<b>Date:</b>		

### OFFICIAL USE ONLY

<b>REFUNDS:</b>		
<input type="checkbox"/> <b>FULL REFUND</b> (On or before Start of the Term)	<input type="checkbox"/> <b>PARTIAL REFUND</b> (On or Before 4 <sup>th</sup> session) <input type="checkbox"/> Administrative Fee - \$50.00 <input type="checkbox"/> Penalty Fee - \$150.00	<input type="checkbox"/> <b>FINANCIAL CREDIT</b> ( On or Before 6 <sup>th</sup> session) <input type="checkbox"/> Regular Course - \$300.00 <input type="checkbox"/> BBA Level Course - \$550.00 <input type="checkbox"/> International Certification - 60% of course fee paid
<b>Authorized by :</b>		<b>Title:</b>
<b>Signature :</b>		<b>Date:</b>