



Certification of Non-Attendance

(for Withdrawal of Enlistment)

This certifies that _____ under _____
(name of student) (degree program)
 with Student Number _____ did not attend the class/es listed below during the
 Semester 1st / 2nd / Mid-Year of AY _____.

Class Code	Course	Name of Faculty	Signature	Date	Verified by Dept. Chair	Date
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____

This certification is issued upon the request of the student to process the late withdrawal of all of his/her enlistment/s.

Endorsed by:

_____ Date: _____
 College Secretary

I hereby understand that I will be tagged as "Low Priority" in the next term's Pre-enlistment or will be delayed for 1 hour in the next term's Real-time Enlistment due to this late withdrawal of enlistment that prevented other students from enrolling in the class slots I held.

_____ Date: _____
 (Student's signature over printed name)

OUR MRC 16-11:22Mar.2016