



## **ECSACOG's training Clearance/Withdrawal Form**

**Purpose:** Only with proper termination below can transcripts, letters of enrollment and honorable dismissal be issued. Readmission to the college will be considered if termination is certified by the Registrar office. The clearance or withdrawal should be started by writing a formal letter of request.

If the trainee leaves their station for more than two weeks without informing the Program Director, the trainees will be automatically withdrawn from the program. The Program Director will have to inform the secretariat and Country Representatives.

### **Procedures:**

1. Complete part I of this form
2. Obtain the signatures in part II
3. Return this form to the registrar's office not later than two weeks after your absence from training class has been reported by your trainers or PD. This form becomes part of your permanent file and record.

### **Part I.**

- 1.1. Full Name\_\_\_\_\_ Registration. No\_\_\_\_\_
- 1.2. Admission Year\_\_\_\_\_

1.3. Last Date training attended \_\_\_\_\_

1.4. Reason for withdrawal \_\_\_\_\_

**Part II.**

**Name**

**Signature**

**Date**

2.1. Program Director \_\_\_\_\_

2.2. Country Representative \_\_\_\_\_

2.3. Registrar \_\_\_\_\_