

## Written Notification of Student's Withdrawal from Practicum/Internship

### Training Site Prior to the Normally Scheduled End-Date

**Procedure:** After verbally informing your site supervisor, campus supervisor, and advisor of the decision to withdraw, students should complete the following form and submit it to their advisor with copies to: Site Supervisor, Company Supervisor/HR Manager and your respective Head of Department.

Date Submitted to Site Supervisor: \_\_\_\_\_

Agreed Upon Date of Completion: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Roll No. \_\_\_\_\_

Class: \_\_\_\_\_ Department \_\_\_\_\_ Contact \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Practicum/Internship Site: \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_

Site Supervisor's Signature: \_\_\_\_\_

Reason(s) for withdrawal: \_\_\_\_\_

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Did you give a two-week notice to your site supervisor? \_\_\_\_ Yes \_\_\_\_ No

If No, please explain: \_\_\_\_\_

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Please send the original of this form to your Head of Department and copies as shown above to others. Feel free to add additional comments on the back of this form or attach a separate sheet.