


PROCEDURE

COURSE WITHDRAWAL PROCEDURE

EHL Campus (Singapore)

Administration

ACCOUNTABILITY	
Student Affairs Manager	Student Affairs Manager

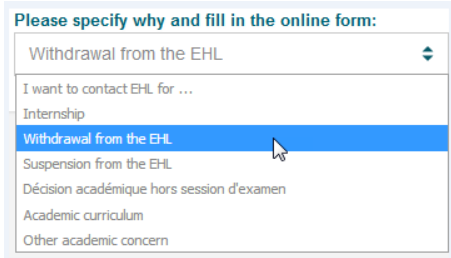
APPROVED BY	
Name	p.p. Joshua Gan Boon Hun
Designation	Dean
Signature	

RELATED DOCUMENTS
<ol style="list-style-type: none"> 1. Course Rules & Regulations 2. Course withdrawal Check-List 3. Refund Policy

REVISION HISTORY				
Version	Approval Date	Valid as of	Modifications	Modified by (designation)
4	05.12.2019	05.12.2019	Alignment of the format with the new brand guidelines	Risk & Compliance
3	24.09.2019	24.09.2019	Addition of Course Rules & Regulations reference in Related Documents	STA
2	15.04.2019	15.04.2019	Addition of a <i>Revision History</i> field	Risk & Compliance
1	29.08.2018	29.08.2018	First version	STA

1. Starting a centralized withdrawal request through Student Management System

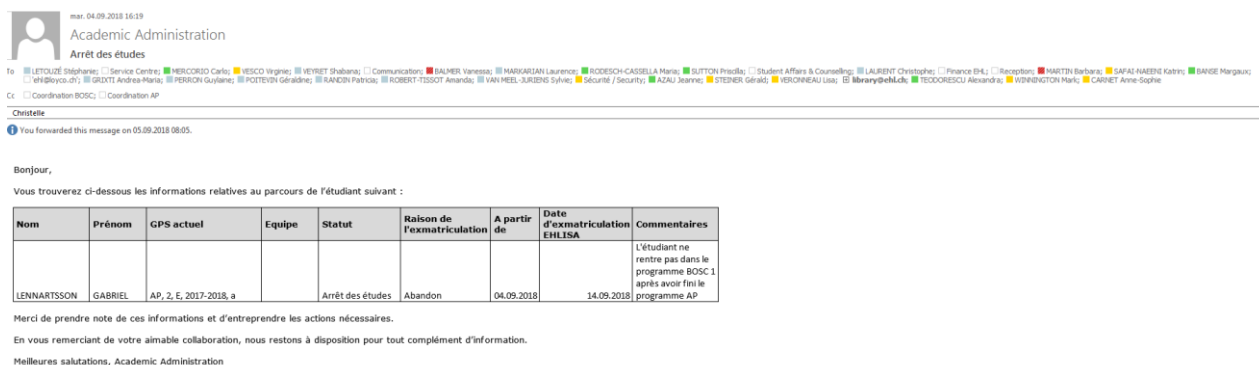
- Students directly start a process-driven and centralized withdrawal process on their Student Management System portal.



- They click on “Withdrawal from EHL Campus (Singapore)” in the scroll-down list.
- Students then indicate the reason of their withdrawal and click on the “Send” button.
- Requests are sent through Student Management System to Student Services and are further managed by Student Services officers.
- Students may also directly email Student Services.

2. Confirmation of the withdrawal

- After a meeting, a phone call or an email exchange between Student Affairs and the student, Student Affairs confirms the withdrawal by email to the student. A copy of the confirmation is sent to Academic Administration. The Academic Administration updates the student’s semester registration.
- The Academic Administration sends an email to all relevant faculty members and to the School Administrations informing them of the student’s withdrawal (see print screen below).
- Students are exmatriculated 10 days after having received the confirmation email from Student Affairs.



mar. 04.09.2018 16:19
Academic Administration
Arrêt des études

To: LETOUZÉ Stéphanie; Service Centre; MERCORO Carlo; ESCO Virginie; VEYRET Shabana; Communications; BALMER Vanessa; MARKABIAN Laurence; KODIESCH-CASSELLA Maria; SUTTON Priscilla; Student Affairs & Counselling; LAURENT Christophe; France EHL; Reception; MARTIN Barbara; SAFAD ABEENI Kabira; BANDE Margaux; ehl@loyco.ch; GRDIT Andrea Maria; FERRON Guilaine; POITEVIN Géraldine; RANDIN Patricia; ROBERT-TISSOT Amanda; VAN MEEL JURJENS Sylvie; Sécurité / Security; AZAU Jeanne; STEINER Gérard; HERONNEAU Lias; library@ehl.ch; TEODORESCU Alexandru; WINNINGTON Mark; CARNET Anne-Sophie

Cc: Coordination BOSC; Coordination AP

Christelle
You forwarded this message on 05.09.2018 08:05.

Bonjour,

Vous trouverez ci-dessous les informations relatives au parcours de l'étudiant suivant :

Nom	Prénom	GPS actuel	Equipe	Statut	Raison de l'exmatriculation	A partir de	Date d'exmatriculation EHLISA	Commentaires
LENNARTSSON	GABRIEL	AP_2_E_2017-2018_a		Arrêt des études	Abandon	04.09.2018	14.09.2018	L'étudiant ne rentre pas dans le programme BOSC 1 après avoir fini le programme AP

Merci de prendre note de ces informations et d'entreprendre les actions nécessaires.

En vous remerciant de votre aimable collaboration, nous restons à disposition pour tout complément d'information.

Meilleures salutations, Academic Administration