

Version	Date
5	14.06.2023

PROCEDURE

COURSE WITHDRAWAL PROCEDURE

EHL Campus (Singapore)

Administration

ACCOUNTABILITY	
Student Affairs Manager	Student Affairs Coordinator

APPROVED BY	
Name	Luciano Lopez
Designation	Associate Dean

RELATED DOCUMENTS
1. Course Rules & Regulations 2. Course withdrawal Check-List 3. Refund Policy

REVISION HISTORY				
Version	Approval Date	Valid as of	Modifications	Modified by (designation)
5	14.06.2023	14.06.2023	Update of Procedure, designation and approver	Student Affairs Coordinator
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 withdrawal request

- A student submits the request in email writing to Student Affairs Department or on her/his account on the Student Management System. She/He clicks on “deferment from the EHL Campus (Singapore)” in the scroll down list to start the process. Once completed, the deferment request is then directly sent to Student Affairs Department.
- Students start a process-driven and centralized withdrawal process on their Student Management System portal.

Please specify why and fill in the online form:

Withdrawal from the EHL

I want to contact EHL for ...

Internship

Withdrawal from the EHL

Suspension from the EHL

Décision académique hors session d'examen

Academic curriculum

Other academic concern

- 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 or by email to Student Affairs Department. Once the request has been received by Student Affairs Department, a Student Affairs staff handles the withdrawal request.

2. Confirmation of the withdrawal

- After a meeting, a phone call or an email exchange between the Student Affairs Officer and the student, the Student Affairs Officer confirms the withdrawal by email to the student and the student is required to sign the addendum for course withdrawal. Student Affairs Department will inform Academic Advisory Department and the UGS Office when the addendum is signed. The UGS Office updates the student's semester registration on the Student Management System.
- The UGS Office sends an email to all relevant faculty members and the School Administration departments to inform them of the student's withdrawal (see print screen below).
- Students are exmatriculated 10 days after having received the confirmation email from Student Affairs.

FW: Exmatriculations & Suspensions

Student Affairs Singapore
Academic and Student Affairs

From: UGS Office <UGS.Office@ehl.ch>
Sent: Friday, June 2, 2023 7:54 PM
To: Sébastien <sebastien@ehl.ch>; Examiners <examens@ehl.ch>; Information Center <Information.Center@ehl.ch>; Arthur Côté-Ruel <arthur.cote@ehl.ch>; HERTL Marc <Marc.HERTL@ehl.ch>; LAURENT Christophe <Christophe.LAURENT@ehl.ch>; Finance EHL <finance@ehl.ch>; Service Center <Service.Center@ehl.ch>; MESPIE Rahel <Rahel.MESPIE@ehl.ch>; DE GIORGI Patrick <Patrick.DEGIORGI@ehl.ch>; Communication <communication@ehl.ch>; Academic Advisory <ad@ehl.ch>; Housing Parking <Housing.Parking@ehl.ch>; MARTIN Barbara <Barbara.MARTIN@ehl.ch>; Mobility <Mobility@ehl.ch>; SCHMUTZ Cassie <Cassie.SCHMUTZ@ehl.ch>; PITTELOU Melanie <Melanie.PITTELOU@ehl.ch>; Academic Planning <Academic.Planning@ehl.ch>; JORGE COSTA Emile <Emile.JORGE.COSTA@ehl.ch>; Career Center <Career.Center@ehl.ch>; Student Affairs Singapore <STA.SG@ehl.ch>; HANSON Muthida <Muthida.HANSON@ehl.ch>; controlling data <controlling.data@ehl.ch>; UGS Office <UGS.Office@ehl.ch>
Cc: Teaching Assistants <Teaching.Assistants@ehl.ch>; Coordination BOSC <BOSC.Coordination@ehl.ch>; Coordination AP <AP.Coordination@ehl.ch>; MBA Coordination <MBA.Coordination@ehl.ch>
Subject: Exmatriculations & Suspensions

UGS Office

Exmatriculations - Suspensions

Dear Colleagues,

The student(s) listed below have suspended or will suspend their studies at EHL (suspensions).

You will find below the information related to the student(s) background for the semester P23 :

EHL Number	Surname	First Name	GPS Suspension P23	Status	Suspension from	Return semester	Comments
43786420	THACKWRAY	Tom Patrick Robert	EHL, EHL, BOSC, 4, E, 2022-2023, a	Absent-e	24.05.2023	A23	
28673045	LI	Yuxuan	SOP, SOP, BOSC, 4, E, 2022-2023, a	Absent-e	20.02.2023	A23	
448776290	ZOU	Mingyang	EHL, EHL, BOSC, 3, E, 2022-2023, b	Absent-e	17.05.2023	A23	Retour en BOSC3 Finals Only