



Academia Guide: Withdraw from Program

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IT Support

Types of Requests



Address Detail

- To change your address details

Personal Details Change

- To change any personal details

General

- General Request
- Excused Leave Request

Transfer

- Withdraw from program
- Withdraw from course

Dashboard

- After logging in, you will be directed to the dashboard.



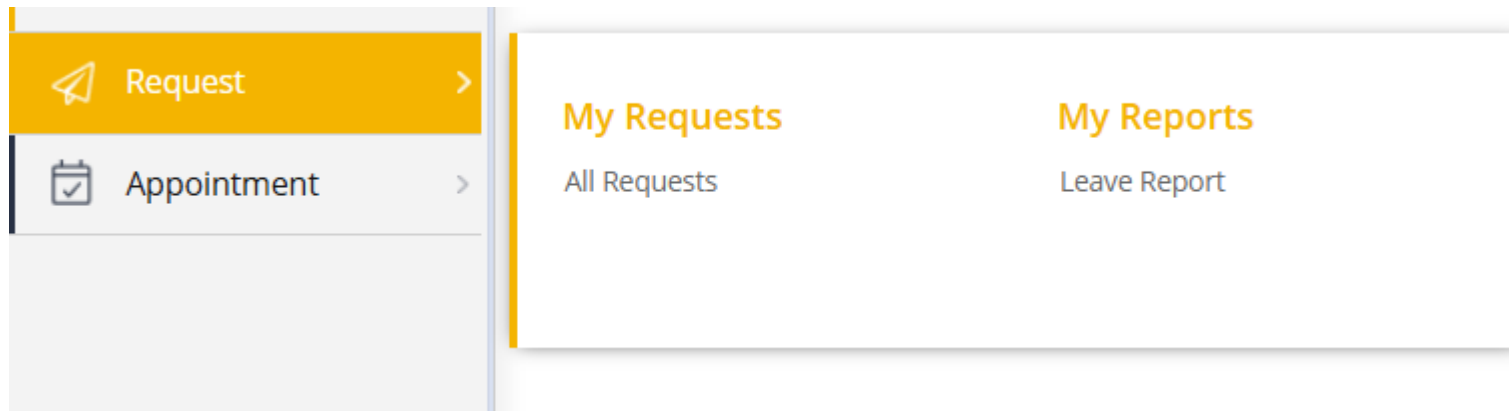
A screenshot of a web browser showing the ZADK Academia dashboard. The browser tab is labeled 'Academia' and the address bar shows 'zadk.academiaerp.com'. The dashboard header is dark with the ZADK logo, the text 'ZADK Saudi Culinary Arts Academy - Al Khobar', and a 'Student' profile. A sidebar on the left contains a 'Menu Search' bar and links to 'My Profile', 'Academics', 'Request', and 'Appointment'. The main content area has a date range selector set to '15/03/2025 To 15/04/2025' with 'Apply' and 'Reset' buttons, and an 'Expand Dashboard' button. The background features a large, faint 'ACADEMIA by SEROSOFT' watermark. The footer contains copyright information and version details. On the right side of the dashboard, there is a large, faint 'ACADEMIA by SEROSOFT' watermark.



Requests



- You can raise a request, view your requests and leave report from the “Request” menu.



To raise a request

To raise a request, select “All requests” from the request menu and click on “Raise Request”. This will open a page with the type of requests that you can choose from.



My Dashboard x All Requests x

Request ID:
Enter 3 char to auto search 🔍

Service Request Status:
▼

Request Category:
▼

From Date: To Date:
📅 📅

Search **Reset**

100 ▼ 1-0 of 0 > >> All Req

Raise Request

Request ID	Request By	Requester Name	Program	Section	Request Category	Re
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Raise Request x

Personal Data Change Request

- Address Detail
- Personal Detail Change

General

- General Request
- Excused Absence Request

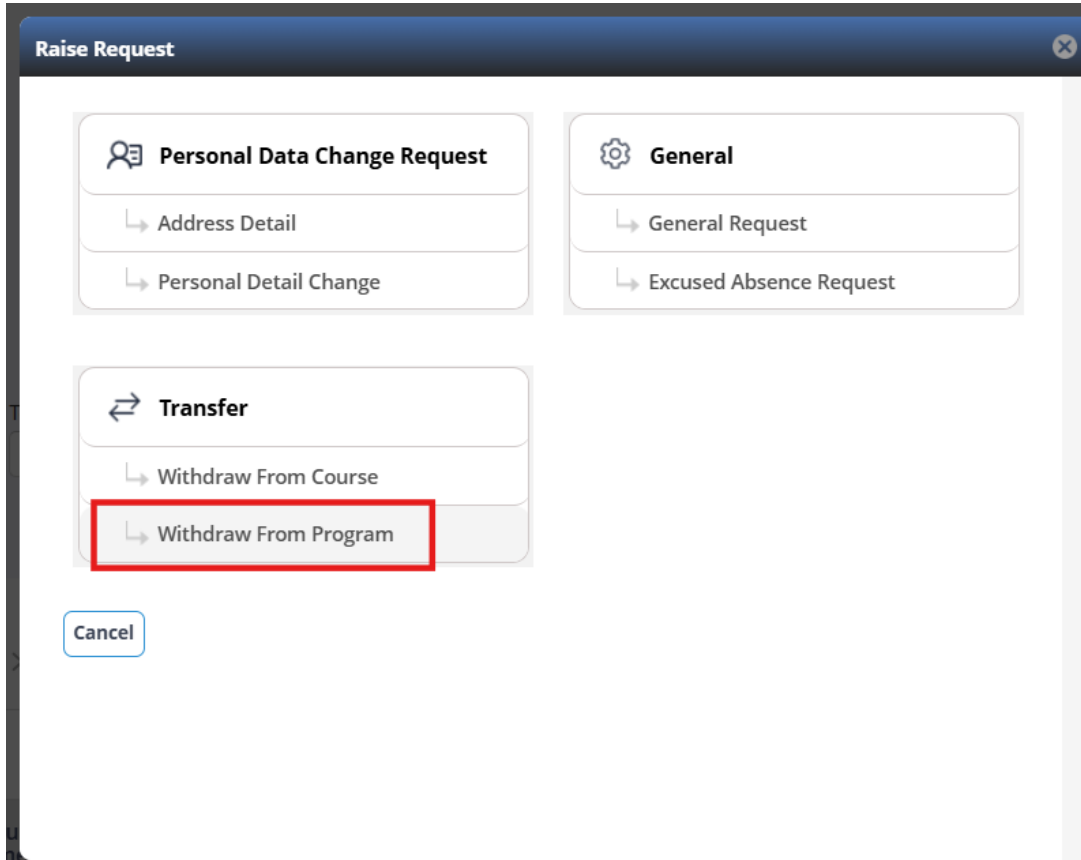
Transfer

- Withdraw From Course
- Withdraw From Program

Cancel

To raise a sick leave request

1. After following the previous slide, this page will open up.
Select “Withdraw from program”



The screenshot shows a web application window titled "Raise Request". It contains three main sections: "Personal Data Change Request", "General", and "Transfer". The "Transfer" section is expanded, showing two options: "Withdraw From Course" and "Withdraw From Program". The "Withdraw From Program" option is highlighted with a red rectangular border. A "Cancel" button is located at the bottom left of the form.

Raise Request

Personal Data Change Request

- ↳ Address Detail
- ↳ Personal Detail Change

General

- ↳ General Request
- ↳ Excused Absence Request

Transfer

- ↳ Withdraw From Course
- ↳ Withdraw From Program**

Cancel



To raise a sick leave request

2. You will be redirected to this page.
3. Check that your information is correct.
4. Fill in the required fields.
5. Kindly tick the checkboxes.
6. Upload & Submit

[My Dashboard](#) [All Requests](#) [Withdraw From Program](#)

Requester Details

Requester Name:
[REDACTED]

Email ID:
[REDACTED]

Mobile:
[REDACTED]

Program:
Diploma in Culinary Arts

Intake:
December 2024 / Semester 12

Period Name:
Semester 2

Academy Location:
ZADK Saudi Culinary Arts Academy - Al Khobar

Campus:
Not Available

Basic Details

Entered By:
Tamara Ibrahim Melibari

Request Assigned To:

Request By: *
Student

Request Date: *
28/05/2025

Effective Withdrawal Program Date:
28/05/2025

Reason For Leaving: *
[REDACTED]

Reason Remarks:
[REDACTED]

Request Reason/Remark: *
[REDACTED]

From Program: *
Diploma in Culinary Arts

Please ensure that your parent/sponsor are aware of your situation and that their contact details are up to date. If you do not authorize the school to contact your parent/sponsor via any means available, with full details regarding your situation, please tick the following checkbox.

☐ PW_AUTHORIZED_CHECKBOX

Important Note:

If a Student withdraws during the semester no fees are refundable. Once the Student's file and account are closed, the Registrar will proceed to a credit counter and produce the relevant academic documents / final attestation. Student can request to re-enrol in their program up to two years from the withdrawal

Student Declaration:

I confirm that all details on this form are correct. I am aware of the refund policy (please refer to "Tuition" and "Other fees" documents) and I understand that by withdrawing from studies during the semester, there will be no refund of the current semester fee (unless I have approved mitigating circumstances that I need to send proof of within 10 days to Student Account department). Should the full amount due for the current or last semester(s) not be settled, I acknowledge the remaining balance is still due and commit that I/my sponsor will pay within 15 days. I confirm my sponsor is duly informed of the same.

☐ I hereby confirm that I have read and accept the above Student Declaration.

[Upload & Submit](#)



Reporting IT Issues



If you face any technical issues or have any questions,
please don't hesitate to contact us!

Student IT Support email:

studentitsupport@zadk.com.sa

Tuesday, June 17, 2025