



## Academia Guide: Withdraw from Program

By: Rajaa Zeidan,  
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.



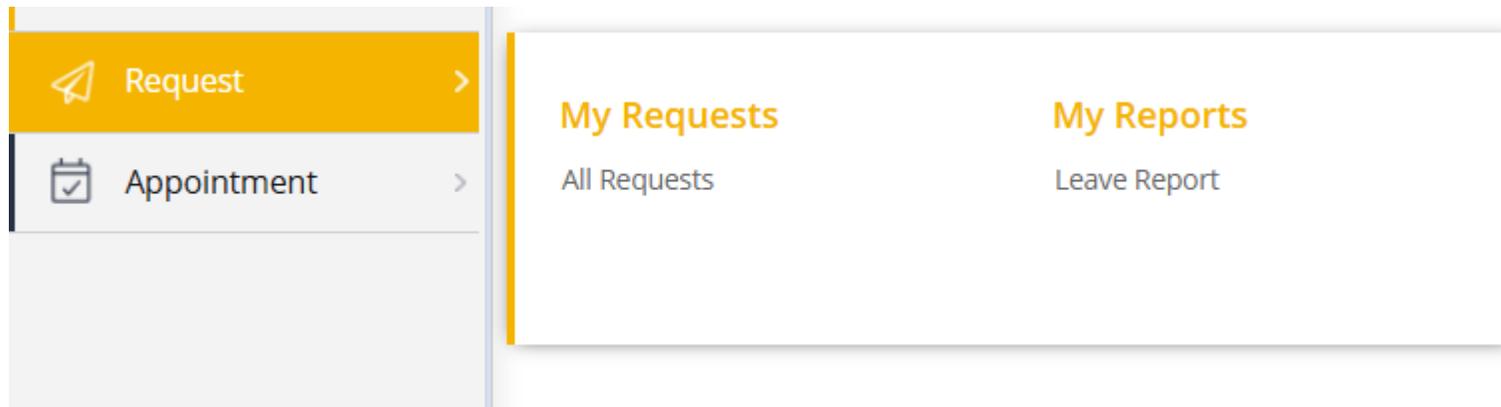
A screenshot of a web browser showing the ZADK Academia ERP dashboard. The browser tab is titled 'Academia' and the address bar shows 'zadk.academiaerp.com'. The page header includes the ZADK logo, the text 'ZADK Saudi Culinary Arts Academy - Al Khobar', the user role 'Student', and the user name 'Hawra Malak Alhulayli'. The main content area features a 'My Dashboard' section with a date range selector set to '15/03/2025 To 15/04/2025' and buttons for 'Apply' and 'Reset'. A large watermark for 'ACADEMIA by SEROSOFT' is visible in the center. The left sidebar contains a 'Menu Search' field and navigation links for 'My Profile', 'Academics', 'Request', and 'Appointment'. The footer contains copyright information and release details.



## 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  All Requests

Request ID:  
Enter 3 char to auto search

Service Request Status:

Request Category:

From Date:  To Date:

100 1-0 of 0 All Req

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

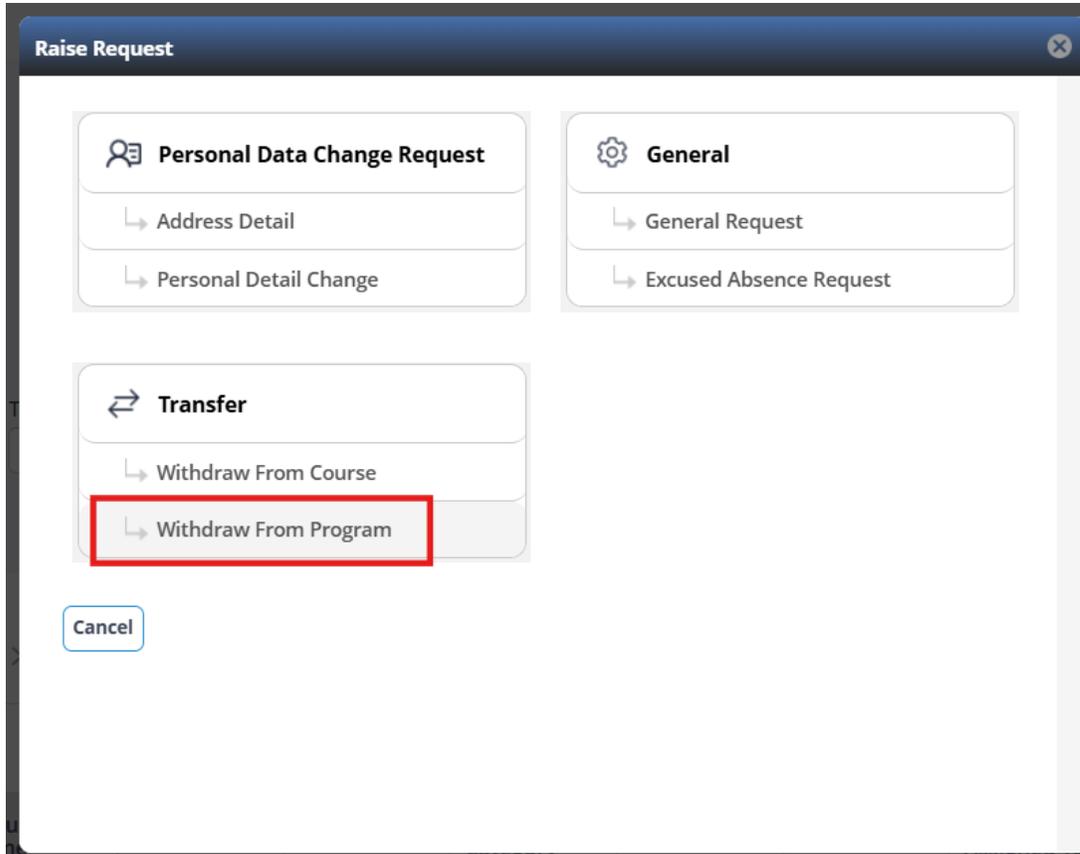
- Address Detail
- Personal Detail Change

- General Request
- Excused Absence Request

- Withdraw From Course
- Withdraw From Program

## 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 'Raise Request' dialog box with a blue header and a close button. It contains three main sections: 'Personal Data Change Request', 'General', and 'Transfer'. The 'Transfer' section has two options: 'Withdraw From Course' and 'Withdraw From Program', with the latter highlighted by a red box. A 'Cancel' button is located at the bottom left.

**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:	Email ID:	Mobile:
[Redacted]	[Redacted]	[Redacted]
Program:	Intake:	
Diploma In Culinary Arts	December 2024 - Intake 12	
Period Name:	Academy Location:	Campus:
Semester 2	ZADK Saudi Culinary Arts Academy - Al Khobar	Not Available

### Basic Details

Entered By:	Request Assigned To:	
Tamara Ibrahim Melbari		
Request By: *	Request Date: *	Effective Withdrawal Program Date:
Student	28/05/2025	28/05/2025
Reason For Leaving: *	Reason Remarks:	
[Dropdown]	[Text Area]	
Request Reason/Remark: *	[Text Area]	
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 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](mailto:studentitsupport@zadk.com.sa)

