



## Academia Guide: Withdraw from Program

## Types of Requests



### Address Detail

- Update address details

### Personal Details Change

- Update personal details

### General

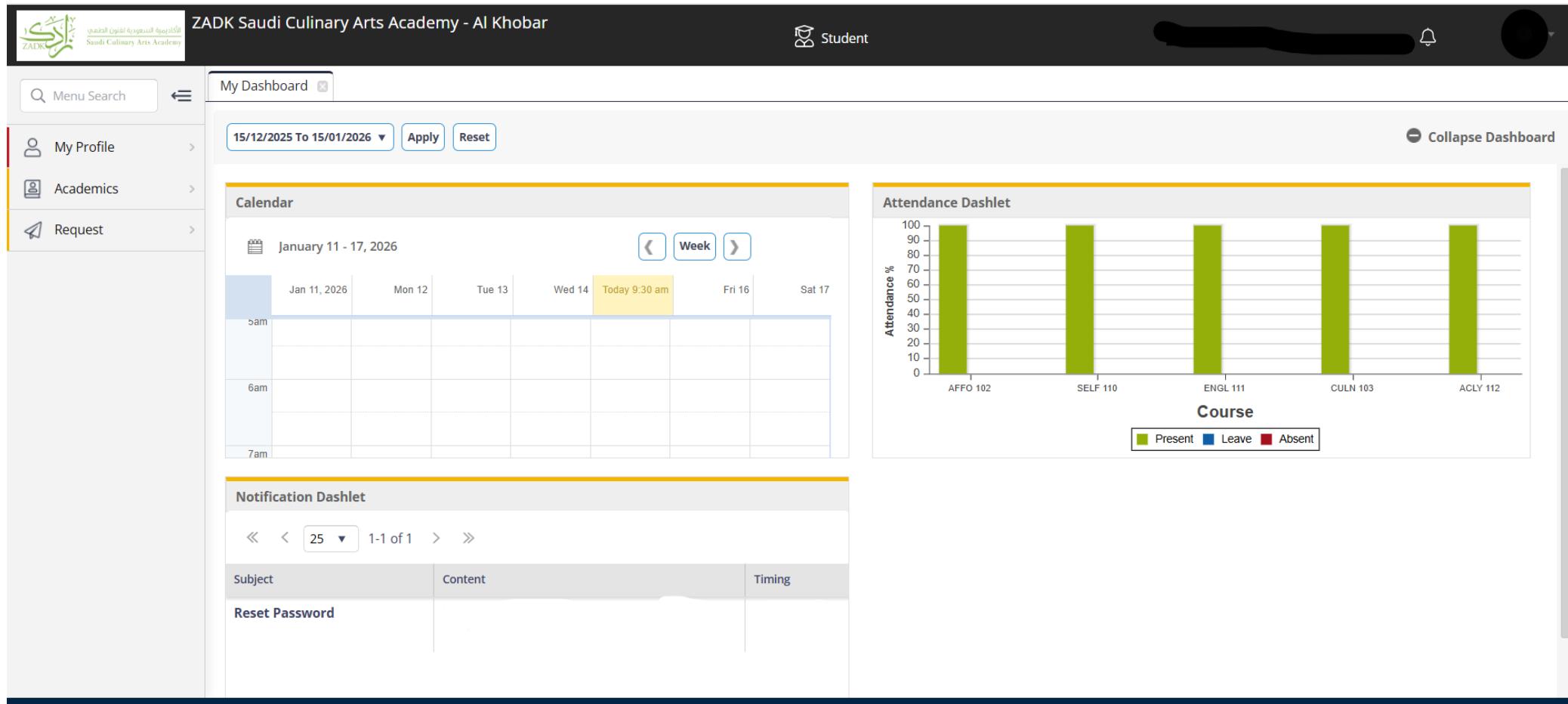
- General Request
- Excused Leave Request

### Transfer

- Withdraw from program
- Withdraw from course

# Dashboard

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



ZADK Saudi Culinary Arts Academy - Al Khobar

Student

My Dashboard

15/12/2025 To 15/01/2026

Collapse Dashboard

Calendar

January 11 - 17, 2026

Jan 11, 2026 Mon 12 Tue 13 Wed 14 Today 9:30 am Fri 16 Sat 17

5am 6am 7am

Notification Dashlet

1-1 of 1

Subject Content Timing

Reset Password

Attendance Dashlet

Attendance %

Course

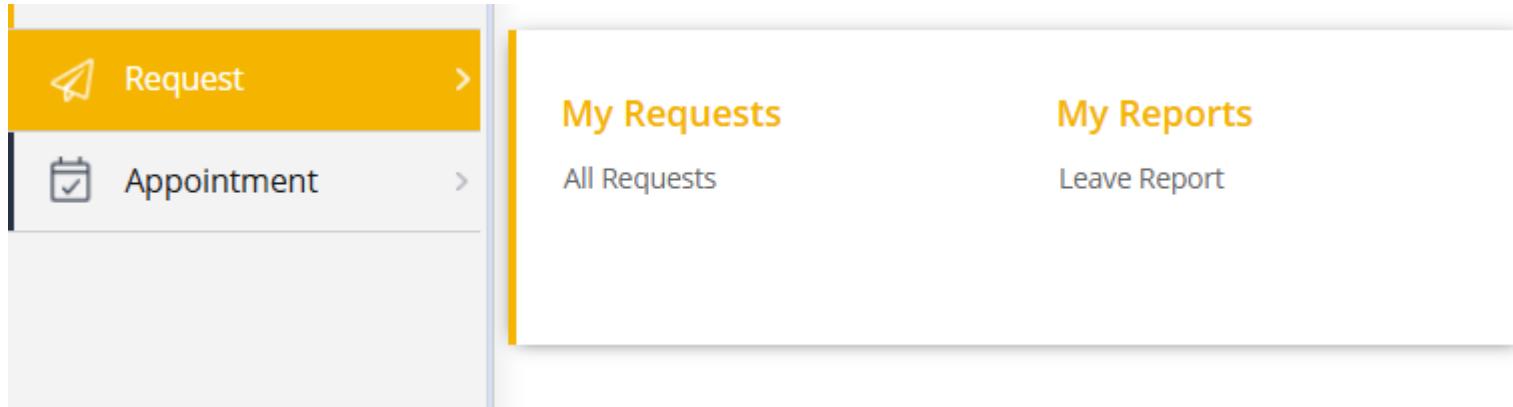
AFFO 102 SELF 110 ENGL 111 GULN 103 ACLY 112

Present Leave Absent

To raise a Personal Detail Change request



- Navigate to “All Requests” from the *Request* menu

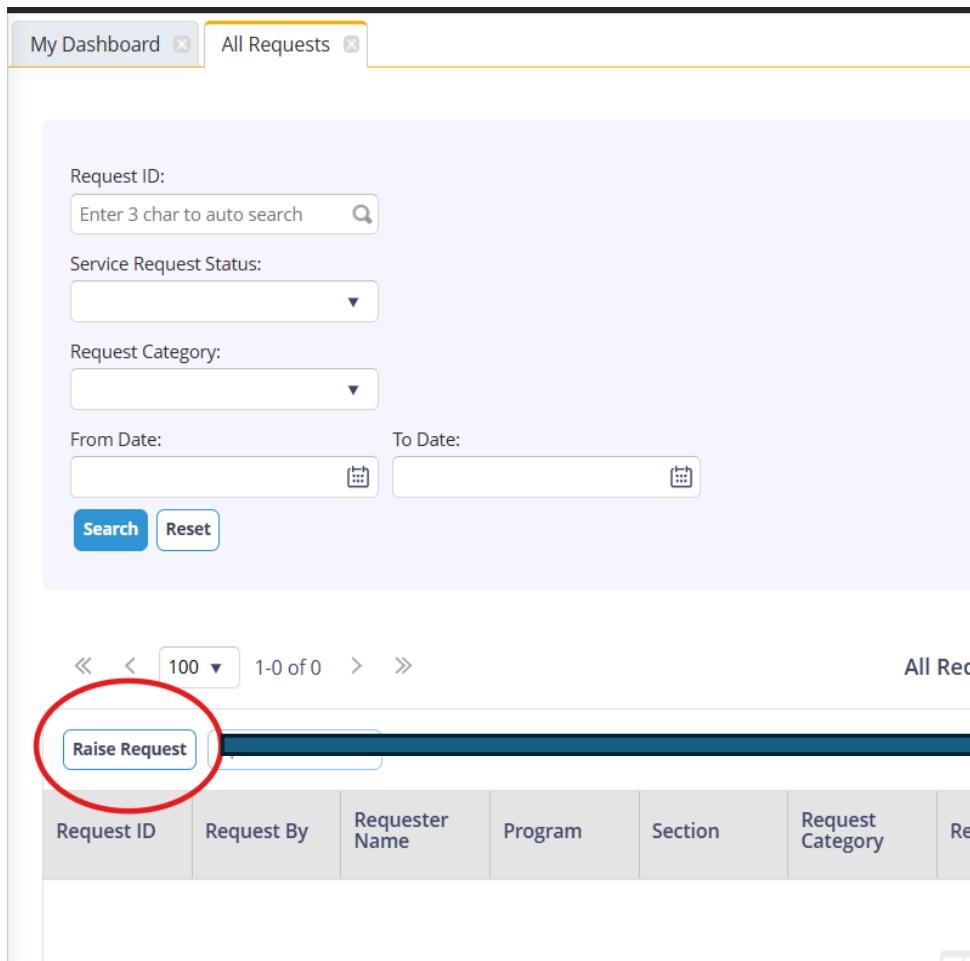


## To raise a Withdraw from Program request

### 1. Select “Raise Request”.

This will open a page with the type of requests that you can choose from.

### 2. Select “Withdraw from Program”



My Dashboard x All Requests x

Request ID:  
Enter 3 char to auto search

Service Request Status:

Request Category:

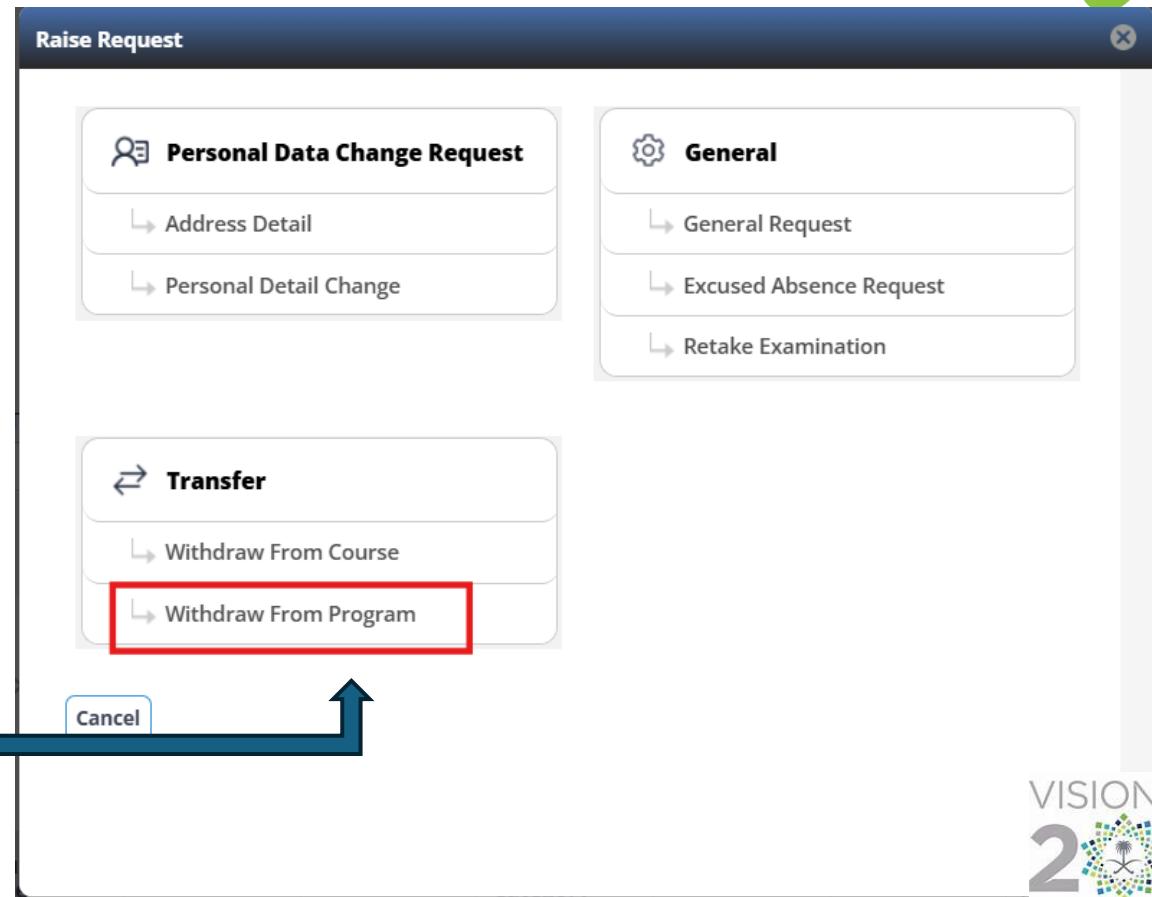
From Date:  To Date:

**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

**Personal Data Change Request**

- Address Detail
- Personal Detail Change

**General**

- General Request
- Excused Absence Request
- Retake Examination

**Transfer**

- Withdraw From Course
- Withdraw From Program**

**Cancel**



## To raise a Withdraw from Program request

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

My Dashboard  All Requests  Withdraw From Program

**Requester Details**

Requester Name:  Email ID:  Mobile:

Program: Diploma in Culinary Arts Intake: December 2020 - Intake 12

Period Name: Semester 2 Academy Location: ZADK Saudi Culinary Arts Academy - Al Khobar Campus: Not Available

**Basic Details**

Entered By: Request Assigned To: Tamara Ibrahim Melbari

Request By:  Request Date:  Effective Withdrawal Program Date:  28/05/2025 28/05/2025

Reason For Leaving:  Reason Remarks:

Request Reason/Remark:

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





**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)**

**Thursday, January 15, 2026**

By: Rajaa Zeidan,  
IT Support