



## 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

Menu Search

My Dashboard

15/12/2025 To 15/01/2026 Apply Reset

Collapse Dashboard

My Profile

Academics

Request

Calendar

January 11 - 17, 2026

Week

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

5am 6am 7am

Attendance Dashlet

Attendance %

AFFO 102 SELF 110 ENGL 111 CULN 103 ACLY 112

Course

Present Leave Absent

Notification Dashlet

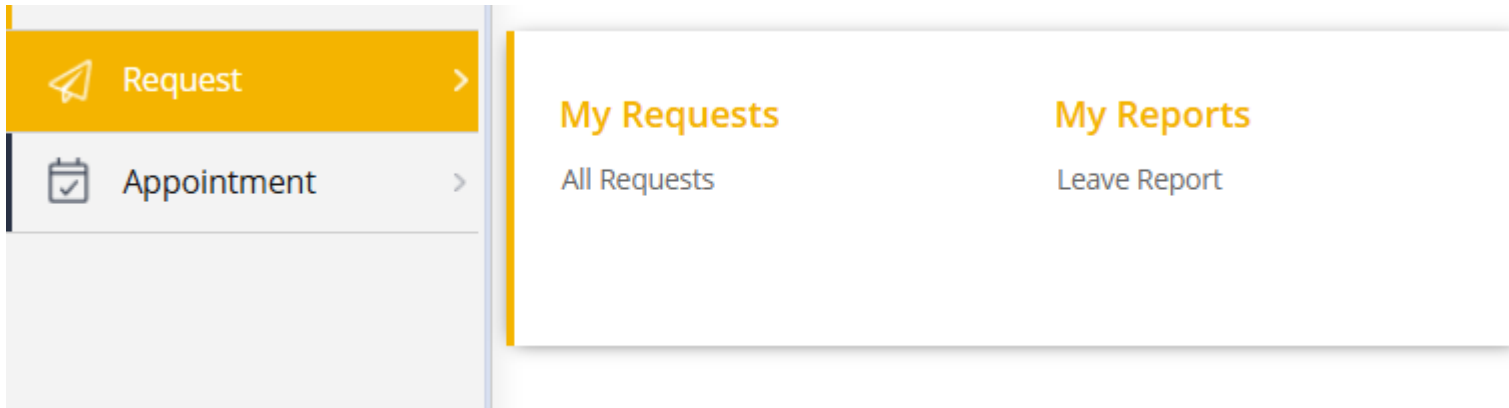
25 1-1 of 1

Subject	Content	Timing
Reset Password		

## To raise a Personal Detail Change request



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

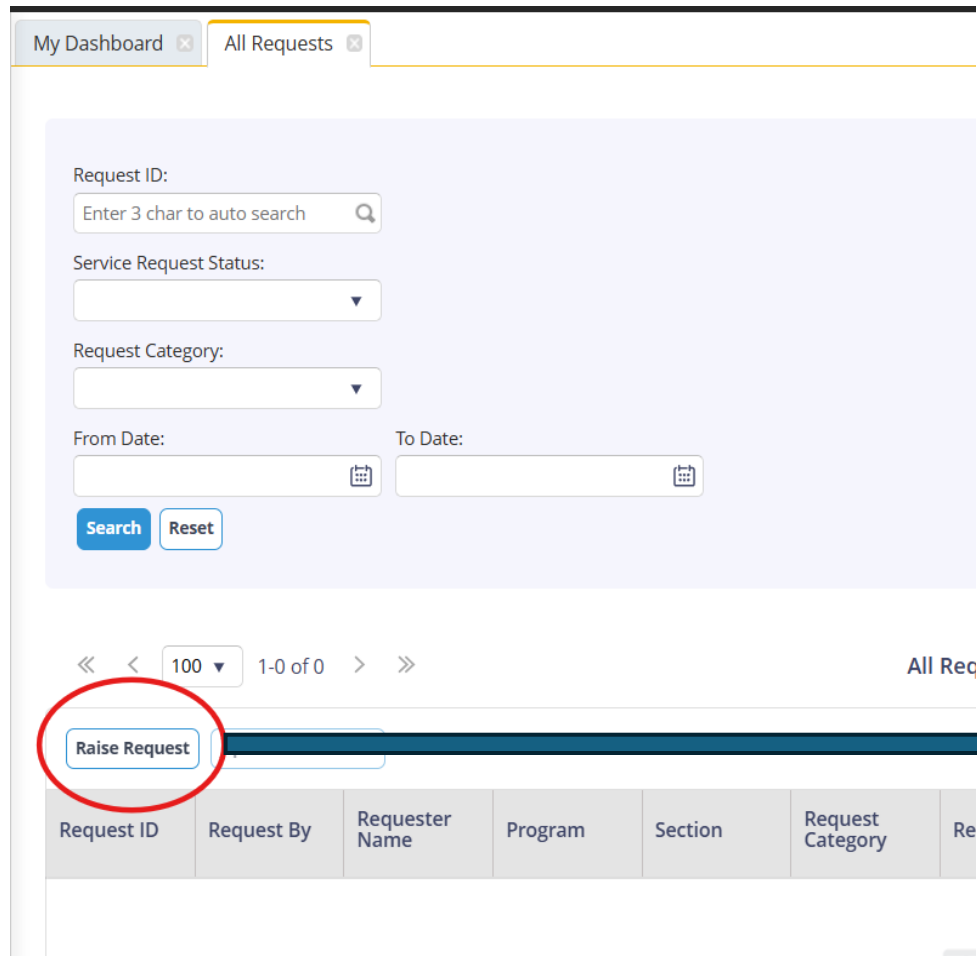


## To raise a Withdraw from Program request

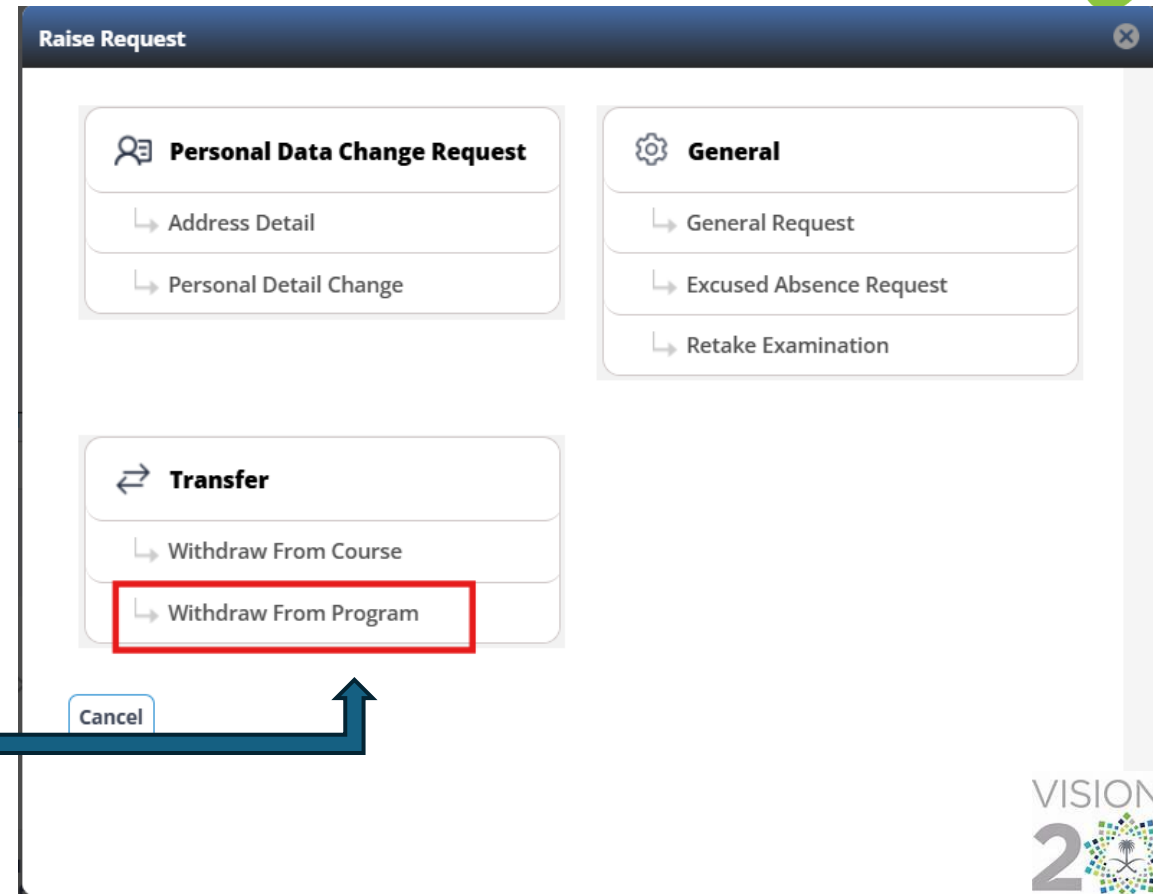
### 1. Select “Raise Request”.

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

### 2. Select “Withdraw from Program”



The screenshot shows the 'All Requests' dashboard. At the top, there are tabs for 'My Dashboard' and 'All Requests'. Below the tabs is a search and filter section with fields for 'Request ID', 'Service Request Status', 'Request Category', 'From Date', and 'To Date'. There are 'Search' and 'Reset' buttons. Below this is a pagination bar showing '100' items and '1-0 of 0'. A red circle highlights the 'Raise Request' button in the bottom left corner. Below the button is a table with columns: 'Request ID', 'Request By', 'Requester Name', 'Program', 'Section', 'Request Category', and 'Request Status'.



The screenshot shows the 'Raise Request' modal. It has a dark blue header with the title 'Raise Request'. The modal is divided into two main sections. The left section has two categories: 'Personal Data Change Request' and 'Transfer'. Under 'Personal Data Change Request' are 'Address Detail' and 'Personal Detail Change'. Under 'Transfer' are 'Withdraw From Course' and 'Withdraw From Program'. The 'Withdraw From Program' option is highlighted with a red box. The right section is titled 'General' and contains 'General Request', 'Excused Absence Request', and 'Retake Examination'. At the bottom left of the modal is a 'Cancel' button. A blue arrow points from the 'Raise Request' button in the dashboard to the 'Withdraw From Program' option in the modal.



## 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:

Intake:

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 Melibari

Request By: \*

Request Date: \*

Effective Withdrawal Program Date:

Student

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 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





**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