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	<b>Students' Clearance Form</b>	Doc. AR FRM/60
		Revision No: 1
		Effective Date: 05/09/2018

<b>CAMPUS</b> (tick ✓)	<b>Gaborone</b>	<b>Palapye</b>	<b>Francistown</b>	<b>Maun</b>	<b>Kang</b>	<b>HQ</b>
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<b>Student Number</b>	
<b>Student's Full Names</b>	
<b>Programme of Study</b>	

<b>Reasons for Clearance</b> (tick ✓)	<b>Transfer</b>	<b>Completion</b>	<b>Withdrawal</b>
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<b>Department</b>	<b>Clearing Officer</b>	<b>Signature</b>	<b>DATE</b>	<b>Any Remarks</b>
<b>Programme Coordinator at the Regional Campus</b>				
<b>Library</b>				
<b>Finance</b>				
<b>Academic Registry</b>				

**STUDENT SIGNATURE** \_\_\_\_\_

**NB:**

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| 1. Original form filed with any copies of payment vouchers if any in the student file.   |
| 2. One copy for student (ensure all forms are filled in duplicate using carbon).   |
| 3. Coordinator confirms whether student has covered all units required for the programme (where student is being cleared as completed), and that all courses & qualifications have been updated on the system. |
| 4. Library department confirms that student does not owe the institution any book(s) or any library information material.  |
| 5. Finance clears all outstanding fee obligations for services offered at the institution. Finance may only clear student if account balance is P0.00 for completing learners.                                 |
| 6. Academic registry through the regional head checks forms for complete clearance and ensures that the completion, withdrawal or transfer criteria have been met.   |

Compiler:	Director - AR	Approving Officer:	Vice Chancellor
Department	Academic Registry		