
INSTRUCTIONS FOR WITHDRAWAL FROM STUDIES

I.

According to Article 15 of the Rulebook on Studies and studying at the Faculty of Tourism and Hospitality Management, every student has the right to withdraw from studies. The written request must be submitted in person to the Student Office in Opatija or SC Zabok.

Withdrawal from studies can also be carried out by an authorized person based on a valid document. Students are allowed to request withdrawal via their student email.

II.

Before submitting the withdrawal request, students must do the following:

1. Settle all financial obligations to the Faculty.
2. Return all borrowed books to the library.
3. Return all equipment (if borrowed).

III.

To approve the withdrawal from studies, the following must be submitted:

1. Completed form - Request for Withdrawal from the Faculty.
2. Library confirmation of returned books (request via email: knjiznica@fthm.hr).
3. Confirmation of settled financial obligations to the Faculty if obligations were not settled by the time of the request.
4. A copy of the ID card.
5. Student ID for cancellation (to be sent by mail).

IV.

Completed and signed documents, along with any other required documentation, should be submitted:

1. In person to the Student Office in Opatija or SC Zabok.
2. Via email to: studentska@fthm.hr.
3. By registered mail to the Faculty's address (mandatory):

University of Rijeka
Faculty of Tourism and Hospitality Management
STUDENT OFFICE
Primorska 46
51410 Opatija

V.

After receiving the documents by regular mail and verifying the student's financial and other obligations, the withdrawal certificate and transcript of grades will be sent by registered mail to the home address.

There is no fee for withdrawal from studies.