

Application For Withdrawal of Programme

RG/003/2017/V1

Section 1: Student's Details

Full Name						Nationality				
Current & Correspondence Address						Phone No.				
						Mobile No.				
						Student ID				
Email Address						Passport No.				
						Expiry Date				
Date of Birth			Gender	M	F	Religion			Race	
Programme		Sem		Class		Date Joined			Date Complete	

In case of Emergency Please Contact

Name						
Telephone No				Relationship		

Section 2: Justification by student

Student's Declaration

I hereby declare that the information given by me is true and correct.

Signature _____ Date _____

Section 3: Report by Dean of Faculty

Kindly refer to attachment for student's attendance & progress/result report.

Additional remarks

Signature _____

Name _____ Date _____

Section 4: Verification from Library

Outstanding Book(s)		Library Fine RM _____
		Name: _____
		Signature: _____
		Date: _____

Section 5: Verification by Hostel

House/Apartment Defect (if any)	Cost	Items Returned	Date Returned
		Keys	
		Access Card	
		Motorcycle Sticker	
<p>_____</p> <p>Name _____ Date _____</p>			

Section 6: Verification By Bursary Department

Outstanding Payment must be settled in order to qualify for deferment of semester	Student under loan/scholarship, please specify _____ _____ _____
Tuition Fee _____ month/s RM _____	Name _____ Signature _____ Date _____
Exam Fee _____ month/s RM _____	
Hostel Fees _____ month/s RM _____	

Section 7: Approval from ISO (International student only)

Section 8: Approval by Registry Department

<input type="checkbox"/> Release student letter <input type="checkbox"/> Visa Cancellation process <input type="checkbox"/> Student Data updated	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Name _____ Date _____ Signature _____	Registrar _____ Date _____ Signature _____