STUDENT WITHDRAWAL APPLICATION FORM



INSTRUCTION

- 1. Student is required to complete this form (where applicable). Only completed form will be processed.
- 2. Student with outstanding fee is required to settle the outstanding amount before the withdrawal is approved.
- 3. Please read the Frequently Asked Question (FAQ) at the back of this form for more information.
- 4. Completed form must be submitted to Admission and Student Records Department

NAME :	MATRIC NO:
PROGRAM :	IC NO :
E – MAIL :	TELEPHONE NO :
ADDRESS :	
EFFECTIVE WITHDRAWAL: Semester	(e.g: February 2015)
REASON FOR WITHDRAW:	

A. Consultation with Student Counselor	
I have consulted the student on the possible consequence	es with regard to the withdrawal. Below is my comment
Signature & Stamp	Date

B. Academic Coordinator / Head of Faculty	C. Student Finance Services
Period of Withdrawal :	Please tick (√) where applicable Scholarship Non-Scholarship Please Specify : Balance Refund / Outstanding : RM Remark (if any)
Signature & Stamp Date	Signature & Stamp Date

SIDMA College City Campus Jalan Bundusan 88300 Kota Kinabalu Sabah (088 732 000)

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D. Registrar	E. Admission & Student Record
Please tick (√) where applicable □ Approved □ Not Approved	Matric Card No : Please tick ($$) where applicable
I have consulted the student on the possible consequences with regard to the withdrawal. Below is my comment	Returned Yes No Good Condition Yes No Penalty Yes No
	Total Cost Estimated: RM
	Remark (if any)
Signature & Stamp Date	Signature & Stamp Date
F. Resource Centre / Library	G. Student Residence Service
F. Resource Centre / Library Items Borrowed from Resource Centre /Library:	G. Student Residence Service Please tick ($$) where applicable
Items Borrowed from Resource Centre /Library: Please tick (√) where applicable Returned Yes No	Please tick ($$) where applicable
Items Borrowed from Resource Centre /Library: Please tick (√) where applicable	Please tick (√) where applicable 1. Residence *Premise No :
Items Borrowed from Resource Centre /Library: Please tick (√) where applicable Returned Yes No Good Condition Yes No Penalty Yes No	Please tick (√) where applicable 1. Residence *Premise No : Non – residence
Items Borrowed from Resource Centre /Library: Please tick (√) where applicable Returned Yes No Good Condition Yes No Penalty Yes No Total Cost Estimated: RM	Please tick (√) where applicable 1. Residence *Premise No : Non – residence 2. Outstanding
Items Borrowed from Resource Centre /Library: Please tick (√) where applicable Returned Yes No Good Condition Yes No Penalty Yes No	Please tick (√) where applicable 1. Residence *Premise No : □ Non - residence 2. Outstanding □ No Yes *Amount:
Items Borrowed from Resource Centre /Library: Please tick (√) where applicable Returned Yes No Good Condition Yes No Penalty Yes No Total Cost Estimated: RM	Please tick (√) where applicable 1. Residence *Premise No : □ Non - residence 2. Outstanding □ No □ Yes *Amount: 3. Penalty

I hereby understand that:

- 1. Access to College's resources and facilities shall cease immediately after the withdrawal has taken effect.
- 2. It is my responsibility to immediately return all SIDMA belongings such as Library items, Matric Card and settle all outstanding fees, where applicable.
- 3. I will be required to repay all financial aid (PTPTN or other Scholarship providers) that has been disbursed to the College.
- 4. I have to pay the outstanding amount to SIDMA College.

Student's Signature

FOR OFFICE USE ONLY (ASR)

Date

Remark (if any) : _____