

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
<p>I have consulted the student on the possible consequences with regard to the withdrawal. Below is my comment</p> <p>_____</p> <p>_____</p> <p>Signature & Stamp _____ Date _____</p>

B. Academic Coordinator / Head of Faculty	C. Student Finance Services																
<p>Period of Withdrawal : _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 5%;">1</td> <td style="width: 65%;">Before semester commencement</td> <td style="width: 10%;">YES</td> <td style="width: 20%;">NO</td> </tr> <tr> <td>2</td> <td>Within Add/Drop period</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>3</td> <td>After Add/Drop Period</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>4</td> <td>Course registered</td> <td>YES</td> <td>NO</td> </tr> </table> <p>I have consulted the student on the possible consequences with regard to the withdrawal. Below is my comment</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature & Stamp _____ Date _____</p>	1	Before semester commencement	YES	NO	2	Within Add/Drop period	YES	NO	3	After Add/Drop Period	YES	NO	4	Course registered	YES	NO	<p>Please tick (✓) where applicable</p> <p><input type="checkbox"/> Scholarship <input type="checkbox"/> Non-Scholarship</p> <p>Please Specify : _____</p> <p>Balance Refund / Outstanding : RM _____</p> <p>Remark (if any)</p> <p>_____</p> <p>Signature & Stamp _____ Date _____</p>
1	Before semester commencement	YES	NO														
2	Within Add/Drop period	YES	NO														
3	After Add/Drop Period	YES	NO														
4	Course registered	YES	NO														

