STUDENT CLEARANCE FORM

INSTRUCTIONS

1. Please fill up the form completely.
2. Student is requested to get clearance from respective Department.
3. Completed form must be submitted to ***Admission and Student Record Department (ASR)***

NAME
(Capital Letter)

MATRIC NO

PROGRAMME _____ EMAIL _____

STUDY CENTRE _____

CONTACT NO _____

MAILING ADDRESS _____

A **STUDENT AFFAIRS DEPARTMENT (STAD)**

Please tick (√) where applicable :

Disciplinary Records	☐ Cleared	☐ Not Cleared	Comment:	_____
Sports Club	☐ Cleared	☐ Not Cleared	Comment:	_____
Alumni Registration	☐ Yes	☐ No	Comment:	_____

Signature & Stamp _____ Date _____

B **LIBRARY : (Obtain Clearance on Book Returned etc.)**

Please tick (√) where applicable :

Items Borrowed From Libr :	Returned	☐ Yes	☐ No		
	Good Condition	☐ Yes	☐ No		
	Penalty	☐ Yes	☐ No	Total Cost Estimated : RM	_____

Signature & Stamp _____ Date _____

C	STUDENT RESIDENCE SERVICE / HOSTEL DEPARTMENT

Accomodation: ☐ YES ☐ NO

Balance Outstanding

Rent: RM _____

Utilities: RM _____

Premise: _____

Others: RM _____

Signature & Stamp _____ Date _____

D	ACADEMIC DEPARTMENT

Please tick (√) where applicable :

Semester : ☐ February _____ ☐ June _____ ☐ September _____ ☐ Others_____ (e.g: (√) Nov 2013)

Academic Status : _____

Comment: _____

Signature & Stamp _____ Date _____

E	FINANCE DEPARTMENT

Total Fees Charged : RM _____ Payment Received : RM _____

Receipt No. : _____

Total Refund/Outstanding : RM _____

Comment (if any): _____

Signature & Stamp _____ Date _____

F	ADMISSION AND STUDENT RECORD (ASR) : *(Matric Card Verification)*

Please tick (√) where applicable :

Defective ☐ Yes ☐ No Total Cost Estimated : RM _____

Penalty ☐ Yes ☐ No

Signature & Stamp _____ Date _____

I hereby understand that:

1 Access to College's resources and facilities shall cease immediately after the clearance has taken effect.

2 It is my responsibility to immediately return all SIDMA belongings such as Library items and settle all outstanding fees, where applicable.

_____ _____

Student's Signature Date