



## APPLICATION TO WITHDRAW STUDIES FORM (LOCAL STUDENT)

APPLICANT DETAILS		
Name		
Student ID		
Programme		
IC No.		
Sponsor		
Address		
Email Address		
Handphone No.		
REASONS OF WITHDRAWAL		
<i>I decide to withdraw from my studies because of the following reason/s:</i>		
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_____ Applicant Signature		_____ Date
IMPORTANT NOTES ON REFUND POLICY		
Kindly note that that the refund of tuition fees for a <u>normal semester</u> will based on the following table:		
<b>REFUND PORTION</b>	<b>FOUNDATION DROP PERIOD</b>	<b>DEGREE &amp; DIPLOMA DROP PERIOD</b>
Full refund	0-3 days after commencement of the semester	0-7 days after commencement of the semester
2/3 refund	4-5 days after commencement of the semester	8-14 days after commencement of the semester
No refund	After 5 days	After 14 days
*Kindly refer UNITEN Website > Current Student > Academic Calendar & Important Dates for details		

Review from College Head of Department / Deputy Dean Academic	Review /Comment :..... ..... .....  <div style="text-align: right;">           Signature:.....            Name and Official Stamp            Date:         </div>
Review from Executive Financial Assistance Unit Student Affairs Department  <b>(Only for Sponsored students)</b>	Review/Comment: ..... ..... .....  <div style="text-align: right;">           Signature.....            Name and Official Stamp            Date:         </div>

<i>REGISTRAR'S OFFICE USE</i>		
Effective Date		
Student Status		
Outstanding Debt	<input type="checkbox"/> Yes : RM _____ <input type="checkbox"/> No	
Refund of Tuition Fee	<input type="checkbox"/> Full Refund <input type="checkbox"/> 2/3 Refund <input type="checkbox"/> No Refund <input type="checkbox"/> Not Applicable	
Checked by:  Signature: ..... Admin. Assistant (Enrollment) Registrar Office  Date: .....	Recommended / Not Recommended by:  Signature: ..... Assistant Registrar (Enrollment) Registrar Office  Date: .....	Approved / Disapproved by:  Signature: ..... Deputy Registrar (Enrollment) Registrar Office  Date: .....
Letter of withdrawal issued on:		

