

Student's Name : _____ MyKad / Passport Number: _____

Email: _____ Contact Number: _____

Programme: _____ Student ID: _____ Intake: _____

Signature: _____ Date: _____

Bank Details: For refund purposes, if applicable

Account Holder Name: _____ Account Number.: _____ Beneficiary Bank: _____

a) Student Enrolment Centre Verification:-

Name : _____ Signature: _____ Date: _____

Remarks : _____
.....**b) Head of Programme:-**

Name : _____ Signature: _____ Date: _____

Remarks : _____
.....**c) Library:-**

Librarian : _____ Signature: _____ Date: _____

 The student has returned all the books borrowed To deduct RM _____ as cost replacement for : _____
.....**d) Registrar Office**

Name: _____ Signature : _____ Date : _____

Remarks : _____
.....**e) International Office (only applicable to international students)**

This is to confirm that the International Office has received the below documents for the cancellation of visa:

 A copy of student visa A copy of air ticket Passport

Student visa expiry date : _____

Signature: _____ Date: _____
.....**f) Cashier:-**

Name : _____ Signature: _____ Date: _____

Remarks : _____
.....**g) Finance:-**

Transfer Reference / Cheque No. : _____ Amount : _____

Finance Manager's Signature : _____ Date : _____

Note: Please enclose together with copy of payment statement & any relevant supporting document
.....**h) Approved by CEO / COO:-**

CEO / COO: _____ Signature: _____ Date : _____

Remarks : _____
.....