

WITHDRAWAL FROM STUDY PROGRAMME

Refund of fees (tuition fees and personal bond) will be made only for withdrawals of candidature within two (2) weeks after the registration. No refund of fees will be given for withdrawals from the third week onwards except for personal bond.

SECTION I (To be completed by Student)

1. Student Particular

Student Name	:					
Student ID	:		IC/Passport No.	:		
Programme	:		Faculty	:		
Status (FT/PT)	:		Academic Session/Semester	:		

2. Reasons for Withdrawal

<input type="checkbox"/>	Financial Problem	<input type="checkbox"/>	Health Problem
<input type="checkbox"/>	Personal Problem	<input type="checkbox"/>	Others (Please Specify): _____

3. I have taken action as follows:

Department	Items Checklist	Remarks	Verification (Signature & Stamp)
Sport Centre	Return back sports equipment and others		
	Clear all outstanding payments/debts		
Library	Return library books		
	Clear all outstanding payments/debts		
Residential College	Return back hostel room key		
	Clear all outstanding payments/debts		
International Office	Return student pass (for International Students)		
	Clear all outstanding payments/debts		
Faculty (Head of Programme / Deputy Dean of Research)	Return back tool belonging to faculty		
	Clear all outstanding payments/debts		
IPS Bursary	All Financial Matters		
IPS Office	Return student card and complete form		

Student's Signature :	Date :
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SECTION II (To be completed by Supervisor - for Research Mode Student)

	Approved		Disapproved
Comment from Supervisor: Date: Supervisor's Signature and Stamp:			

SECTION III (To be completed by Head of Programme / Deputy Dean of Research)

	Approved		Disapproved
Comment from Head of Programme / Deputy Dean of Research: Date: Signature and Stamp:			

SECTION IV (To be completed by Dean of Faculty)

	Approved		Disapproved
Comment from Dean: Date: Dean's Signature and Stamp:			

SECTION V (To be completed by IPS)

Within rules & procedures	Further actions to be taken:			
	MPSU & Senate Matters		Administration Matters	
<input type="checkbox"/> Yes	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed Date:	<input type="checkbox"/> Letter to Faculty	Date:
			IPS Staff's Name:	
<input type="checkbox"/> No	<input type="checkbox"/> MPSU to be informed	<input type="checkbox"/> Completed Date:	<input type="checkbox"/> Verification by Dean of IPS	Date:
	<input type="checkbox"/> MPSU approval	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:	<input type="checkbox"/> Change status in the system	Date:
	<input type="checkbox"/> Senate to be informed	<input type="checkbox"/> Completed Date:	<input type="checkbox"/> Letter to Faculty	Date:
			IPS Staff's Name:	
Reasons:				
Verification by Dean of IPS	<input type="checkbox"/> Bring to MPSU for information <input type="checkbox"/> Bring to MPSU for approval			(Signature & Stamp)
Hereby, I verify that this student matter has been solved. Date: IPS Staff's Signature and Stamp:				