

Name : _____ Student ID : _____
IC / Passport : _____ Phone : _____
Email Address : _____
Correspondence Address : _____

INFORMATION

Programme : _____ Intake : _____
Reason(s) for Withdrawal : _____ Effective Date : _____

- Financial problem Transferring to another institution
 Medical problem Personal problem Others

If you tick others, please specify your reason :

Plan for readmission? Yes No If Yes, when? _____

I understand that, even though I am withdrawing from IUKL, I am responsible for all outstanding financial obligations to the University.

Date : _____ Signature of Student : _____

REMARKS BY PROGRAMME DIRECTOR:

Signature & stamp : _____

Remarks by International Students Centre (for international students only):

Application is Recommended / Not Recommended

Comments : _____

Date : _____ Signature & Stamp : _____

REMARKS BY EXECUTIVE DEAN :

Signature & stamp : _____

Remarks from Finance Department

Note (if any) :

Excess / Outstanding balance to date : _____

Refundable Deposit / Caution Fee : _____

Balance to be settled : _____

If Refund ; i) Type of cheque : Crossed Open

ii) Payee : Self Others

*(Note: Authorization Letter & IC/Passport
copy need to attached together)*

iii) Estimated date cheque to be ready :

Checked by

Date

Remarks from Registrar's Office

Withdrawal Status :

APPROVED	NOT APPROVED
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Status of student in EMS is updated by :

Date : _____ Signature & Stamp : _____

1.1 Withdrawal from University

- 1.1.1 The last day to withdraw is 10 days before the first class of the programme.
- 1.1.2 Students who have discontinued their study for more than two (2) consecutive classes without notification will be placed under Unauthorized Withdrawal (UW) status that is, they will be treated as having withdrawn from the University.
- 1.1.3 To withdraw before completing 40% of the programme, 25% of the tuition fee is charged.
- 1.1.4 To withdraw after completing 40% of the programme, 100% of the tuition fee is charged.
- 1.1.5 For students on payment plan, this will be void and all fees to be settled.

1.2 Postponement

- 1.2.1 A student can apply for postponement with valid reasons. However, this is subject to approval by the Dean.

1.3 Readmission

- 1.3.1 A student who withdraws from the University for reasons such as medical, personal and financial, may apply for readmission to the University by completing an Application for Readmission Form and a readmission fee of RM500.