

APPLICATION FOR WITHDRAW COURSE

SECTION A : STUDENT'S INFORMATION

NAME : _____

MATRIC NO. : _____ H/P NO. : _____

PARENTS / GUARDIAN H/P NO. : _____ EMAIL : _____

PERMANENT ADDRESS : _____

SECTION B : APPLICATION INFORMATION

COURSE CODE	COURSE NAME	SECTION	CREDIT HOUR

Note : Students are required to pay RM 100.00 per course

Recommendation by Lecturer :

IMPORTANT REMARKS:

- 1) Total Workload after withdrawal in the regular semester for:
 - i) PTPTN/MARA student's must not fall below 12 CREDIT HOURS
 - ii) Self- Sponsored student not below 6 CREDIT HOURS, if so, shall obtained parents approval on the withdrawal
 - iii) International student must not fall below 12 CREDIT HOURS, if so, shall obtained approval from International Student Office

SECTION C : DECLARATION BY THE STUDENT

SIGNATURE / DATE

1. Grade "W" will be recorded in my transcript for the respective course(s) and the decision made will be final and subject to the College's officials' discretion.
2. I hereby agree that a fees of RM 100.00 per course be imposed on me for withdrawal

SECTION D – RECOMMENDATION AND APPROVAL *(Please sign, stamp and state date on provided column)*

International Students Dept.
For International Student Only

Academic Affairs Division

RECEIPT NO:
RECEIVED BY:
DATE RECEIVED: