



Instruction to students:

1. First semester students who have registered and paid the tuition fee but withdrawn within thirty (30) working days after registration are eligible for 80% refund of tuition fees.
2. There will be no refund if the application for withdrawal is done after thirty (30) working days.
3. Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.
4. A completed application form must be submitted to the respective College / Faculty / Academic Centre / UiTM Branch Campus.

SECTION I (To be filled by student in CAPITAL LETTERS)

Name:	<table border="1" style="width:100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																		
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Level of Study:	<i>Master</i> <input type="checkbox"/>		<i>PhD</i> <input type="checkbox"/>		Mode of Study:	<i>Full Time</i> <input type="checkbox"/>		<i>Part Time</i> <input type="checkbox"/>		<i>FLP</i> <input type="checkbox"/>																																																																									
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Scholarship / Funding (if any) :																																																																																			

SECTION II

I would like to withdraw my study starting from:

Date

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reasons (please attach supporting documents):

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.....

.....

.....

.....
Student's Signature

.....
Date

SECTION III (Student is required to get endorsement from the following departments)

A. FACULTY

Verified by KPPS

Has returned all materials / equipment and student card to Faculty.

.....
Name and Signature

.....
Date

.....
Official Stamp

B. UiTM Library

Has returned all borrowed materials to the library.

.....
Name and Signature

.....
Date

.....
Official Stamp

C. Bursary

Verification from Bursary's Office

Receipt No:

.....
Name and Signature

.....
Date

.....
Official Stamp

D. Department of International Affairs (DIA)

(for international student only)

Records have been updated

.....
Name and Signature

.....
Date

.....
Official Stamp

E. Results of application is subjected to JKAPS' approval

JKAPS' Result

APPROVED

NOT APPROVED

.....
Signature of JKAPS Chair

.....
Date

.....
Official Stamp