



## STUDY WITHDRAWAL FORM

### STUDENT INSTRUCTION:

- Student must obtain remark from each department before submit to the Academic Office.

Name : \_\_\_\_\_ Student ID : \_\_\_\_\_  
IC / Passport : \_\_\_\_\_ Phone : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INFORMATION

Programme : \_\_\_\_\_ Intake : \_\_\_\_\_  
Current Semester : \_\_\_\_\_ Sponsor : \_\_\_\_\_  
Reason(s) for Withdrawal :

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

Please specify :

\_\_\_\_\_  
\_\_\_\_\_

Plan for readmission?       Yes       No      If Yes, when? \_\_\_\_\_

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

### Remarks from Head of School

Note (if any):

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

### Remarks from Main Supervisor

Note (if any):

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

**Remarks from Administration Office**

Note (if any):

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

**Remarks from Library**

Note (if any):

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

**Remarks from Finance Department**

Note (if any):

Balance carried forward from last semester : \_\_\_\_\_

Current Semester / Term Fees

Total outstanding to date : \_\_\_\_\_

Refundable Deposit

Tuition fees refundable : \_\_\_\_\_

Balance to be settled : \_\_\_\_\_

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

**Remarks from Vice President Academic**

Withdrawal Status : APPROVED/ NOT APPROVED

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_

**Remarks from Academic Office**

Withdrawal Status : COMPLETE/ NOT COMPLETE

Date : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_