

STUDENT WITHDRAWAL APPLICATION FORM

INSTRUCTIONS

1. Student is required to complete section A, B, C, D, E, F, G (where applicable) and H. Only completed form will be processed.
2. Completed form must be submitted to Admission and Student Records Department / respective Programme Coordinators (RC's Students).
3. International Student is **COMPULSORY** to liaise with International Student Unit for student visa related matters.
4. Student with outstanding fee is required to settle the outstanding amount before the withdrawal is approved.
5. Please read the Frequently Asked Question (FAQ) at the back of this form for more information.

Full Name (CAPITAL LETTER)																									
Matric No.																									
Programme																									
Mailing Address																									
Contact No.				-																					

Effective Withdrawal: Semester _____ (e.g: January 2019)

Reason for withdrawal: _____

A) Consultation With Programme Leader	
I have consulted the student on the possible consequences with regard to the withdrawal. Below is my comment (COMPULSORY to fill up).	

Signature & Stamp _____	Date: ____/____/____

B) Consultation With Dean/Director of Faculty or Head of Regional Centre (where applicable)	
I have consulted the student on the possible consequences with regard to the withdrawal. Below is my comment (COMPULSORY to fill up).	

Signature & Stamp _____	Date: ____/____/____

C) Knowledge Management Centre (Library)

Items Borrowed from KMC/Library:

Returned : Yes No Good Condition : Yes No Penalty : Yes No

Total Cost Estimated: RM _____

Signature & Stamp _____

Date: ____/____/____

D) Student Finance Services Department

Scholarship Non-Scholarship

Please Specify : _____

Balance Outstanding : RM _____

Comment : _____

Processed by:

Verified by Head:

Signature & Stamp

Signature & Stamp

Date ____/____/____

E) Accommodation (Hostel Residents Only)

1. Outstanding

No Yes Amount: _____

2. Key Returned

Yes No Penalty: _____
(if any)

Signature & Stamp _____

Date: ____/____/____

F) Student's Pass/Visa (International Student Only)

1. Cancellation date of the Student Pass/Visa: _____

2. Police Report Yes No

3. EMGS Medical Card Returned Yes No

Signature & Stamp _____

Date: ____/____/____

G) Counselor (Student Affairs)

I have consulted the student on the possible consequences with regard to the withdrawal. Below is my comment

Signature & Stamp _____

Date: ____/____/____

I hereby understand that:

1. Access to University's resources and facilities shall cease immediately after the withdrawal has taken effect.
2. It is my responsibility to immediately return all UNITAR belongings such as Library items, Matric Card, EMGS medical card and settle all outstanding fees, where applicable.
3. **I agree to settle the outstanding amount due to University.**

Date: ____/____/____

Student's Signature

FOR OFFICE USE ONLY

Admission and Student Records Department

Period of Withdrawal:

Add/Drop Period After Add/Drop Period

Reverse Course Fee:

Yes No

Remarks: _____

Update Student Status ____/____/____

Sent Withdrawal Letter ____/____/____

Signature & Stamp : _____

Date : ____/____/____

Things Students Should Consider When Performing a Complete Withdrawal

FREQUENTLY ASKED QUESTIONS (FAQ)

Once the withdrawal application has been approved, you are no longer considered an UNITAR student's and no longer accessible to UNITAR resources. The following will help you understand what should you do before you withdraw and the implications of performing a complete withdrawal.

1. General

a) Have you talked with your Dean/Director of Faculty or Head of Regional Centre?

We strongly recommend that you talk with your Dean/Director of Faculty or Head of Regional Centre before withdrawing from university.

b) Academic Regulations pertaining Withdrawal from University?

UNDERGRADUATE (under clause 2.7 Withdrawal)	POSTGRADUATE (under clause 6.3 Withdrawal)
<p>"A student who intends to withdraw from the University is required to do so in writing not later than the end of the last working day of week two (2) upon commencement of a particular semester."</p> <p>"Any application for withdrawal after week two (2) is subjected to a penalty as prescribed in the Student Financial Handbook."</p>	<p>"A student who intends to withdraw from a programme of study must officially inform Dean, Graduate School/Graduate School of Business within the first three weeks of the semester. Failure to do so will result in the student being billed for courses registered in the semester concerned and will be deemed to have failed in the said courses."</p>

2. Implications of Withdrawal

a) Withdraw after the Add/Drop period.

If you withdraw from University **after the Add/Drop period**, you will be charged with the same fees that is normally due to a student who does not withdraw from the University in that particular semester.

b) Do you have any outstanding fees with University?

If you have any outstanding fees with University, you are required to settle your outstanding amount before the withdrawal is approved.

c) Do you receive any Financial Aid?

Depending on when you withdraw, you may be required to repay all of the financial aid that has been disbursed to the University.

d) Did you receive Student Medical card?

You are required to return your Student Medical card and you will no longer cover by any medical benefits.

e) Are you international student?

You are required to meet with an advisor at International Student Office pertaining to student visa.

f) Do you live in UNITAR residence?

By performing a complete withdrawal, you will no longer be eligible for UNITAR residence. If you withdraw before your contract end, deposit will not be returned.