

**REFUND FORM**

NAME : \_\_\_\_\_

MATRIC NO : \_\_\_\_\_

NRIC/PASSPORT NO : \_\_\_\_\_

STUDY CENTRE : \_\_\_\_\_ EMAIL : \_\_\_\_\_

PROGRAMME : \_\_\_\_\_

TELEPHONE NO HOME : \_\_\_\_\_ MOBILE : \_\_\_\_\_

SPONSORED BODY (if any) : \_\_\_\_\_

BANK NAME : \_\_\_\_\_

BANK ACCOUNT NO : \_\_\_\_\_

ACCOUNT BANK HOLDER : \_\_\_\_\_

ACCOUNT BANK HOLDER NRIC/PASSPORT NO : \_\_\_\_\_

STUDENT'S SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

STUDENT FINANCE SERVICES DEPARTMENT	
APPROVED : <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason: _____)	
STUDENT STATUS: _____	
AMOUNT APPROVED: RM _____	DATE : _____

**Terms and Conditions for Refund:**

1. Only completed and graduated students are eligible to apply for refund. Refund will be calculated after the student's statement of account has been audited which means that all the fees due to the University had been charged accordingly including graduation and convocation fees.
2. Students who have officially withdrawn from the University shall not be entitled to any refund of Registration Fee paid.
3. The refund for students, who withdraw, dismiss, and deregister will only, be processed once the University processes the student's withdrawal form. For students of whom their payment was made from the withdrawal of their EPF account, PTPTN and others (excluding self-finance), refund will be paid back to respective body.

**\*Please attach a copy of bank passbook or account confirmation slip (opening account without passbook)**