

**REFUND APPLICATION FORM (P-BUR-03-F01)**

PART A: STUDENT'S DETAILS	
NAME :	_____
MATRIC NO :	_____
NRIC/PASSPORT NO :	_____
STUDY CENTRE :	_____ EMAIL : _____
PROGRAMME :	_____
CONTACT NO :	HOME: _____ MOBILE : _____
SPONSORED BODY (if any) :	_____

PART B: BANK DETAILS	
BANK NAME :	_____
BANK ACCOUNT NO :	_____
ACCOUNT BANK HOLDER :	_____
ACCOUNT BANK HOLDER :	_____
NRIC/PASSPORT NO :	_____

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

STUDENT FINANCE SERVICES DEPARTMENT	
APPROVED:	Yes No (Reason: _____)
STUDENT STATUS:	_____
AMOUNT APPROVED: RM _____	DATE : _____

**Terms and Conditions:**

- Refund will be calculated after the student's statement of account has been audited, ensuring all the fees owed to the University, including graduation and convocation fees.
- Students who have officially withdrawn from the University are not eligible for a refund of the registration fee.
- The refund process for students who have withdrawn, been dismissed, or deregistered will only be initiated once the University has completed the student's withdrawal procedure.
- Refund of excess payment related to hostel matters will only be initiated once the student completes the check-out process.

**NOTE: This application form must be attached with evidence of name and bank account number**