



UNIVERSITI KUALA LUMPUR

REQUEST TO WITHDRAW FROM STUDY

Note : Student must complete Section A,B and C before Academic Advisor.

SECTION A : STUDENT'S INFORMATION

Name : _____ ID : _____
 Ic Pasport : _____ Contact No : _____
 Programme : _____
 Institute : _____ Email Address : _____
 Correspondence : _____
 Address : _____ This address is the same in our record : Yes No

If you change your address during the period of deferment, please contact us to ensure your address details are update for future correspondence.

1. Reason to withdraw from study :

<input type="checkbox"/>	(12) Health Problem	<input type="checkbox"/>	(26) Financial Problem
<input type="checkbox"/>	(15) Personal Problem	<input type="checkbox"/>	(13) Study Offer from Other University
<input type="checkbox"/>	(11) Job Offer	<input type="checkbox"/>	Others _____

2. To be complited by Finance Department

Current Outstanding Debts : RM _____ as at(date) _____ Signed _____

SECTION B : APPLICATION DETAILS

1. I would like to discontinue my study with effect from (date) _____

SECTION C : STUDENT'S DECLARATION

1. I declare that the information supplied in this form and the information given in support of my application is correct and complete.

Circle		Initial
Yes	No	
Yes	No	

2. I **agree** to withdraw any assessment submitted to the lectures and ni grades shall be awarded for the subjects attended until the point of my withdrawal effective date (if withdrawal after week 9.

Student's Signature : _____ Date : _____

Note : Findly attach supporting letter or document. * Please circle where applicable.

For clause (2) - Student is given option to have their marks be processed if quit after week 9. Grade 'W' is given if withdrawal within week 5-9. If NO, student status should only be updated after provisional result released.(after results have been processed.

SECTION D : FOR ACADEMIC ADVISOR'S RECOMMENDATION

Signature : _____ Date : _____

For UniKL Use Only

Findly ensure all information are provided and complited before approvinf this application especially Section A- C. Section D can be completed by Counselor/authorised by the Institute in the absense of Academic Advisor.

SECTION E : Dean Approval

Approve Not Approve

Dean's Signature & Official Stamp _____ Date : _____

SECTION F : Academic Services (Enrolment and Records)

Received Date : _____

√	Process Checklist	Date	Sign
1	Drop/Withdraw all subjects		
2	Change Status		
3	End from the Academic Advisor's list		
4	Send Approval Letter		