



INTERNATIONAL STUDENT SERVICES

REFUND REQUEST FORM

To be completed by student in capital letter : Complete form should be submitted to Campus or International Office

Name : _____

Passport No : Old : _____ New : _____

ID No : _____ Intake : _____

Country : _____ Contact No : _____

Programme : _____ Campus : _____

Email : _____

Details of payment : Mode of payment **Telegraphic Transfer / Bank in / Bank draft** (Please attach)

Date of payment : _____

Receipt No : _____

Bank Name : _____ Amount paid : RM _____

Details of Students' Account :

Name : _____

Bank Name : _____ Bank Account No : _____

Justification to refund : **Withdrawal** **Complete Study**

I hereby confirm that all information given is true and I have read and agree the REFUND POLICY made by university.

Signature : _____ Date : _____

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Name : _____

Date received : _____

Ref :MEMO ISS _____

For ISS

Document received: i Copy of passport

Amount paid : RM

ii Copy of receipts

Penalty : RM

iii Clearance Slip

Outstanding fee : RM

iv Withdrawal /Completion Letter

AMOUNT REFUND : RM

Verified by :

Approved by :

Finance Div. Verification :

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Sign & Stamp

Date :

Date :