



APPLICATION TO WITHDRAW A COURSE
(WEEK 5 UNTIL WEEK 10)
FEE OF RM300.00

SECTION A (STUDENT'S INFORMATION)

NAME : _____
TELEPHONE NO. : _____ MATRIC NO. : _____ EMAIL : _____
MAJOR / PROGRAMME : _____
SEMESTER : _____ SESSION : _____ YEAR : _____
CREDIT EARNED : _____ CURRENT WORKLOAD (CREDIT HOURS) : _____ CGPA : _____

* Kindly attach your confirmation slip

SECTION B (COURSE'S INFORMATION)

COURSE CODE	COURSE TITLE	SECTION	CREDIT HOUR

REASONS:

* Kindly attach any relevant document to support your reasons

SECTION C (DECLARATION BY THE STUDENT)

STUDENT'S SIGNATURE : _____ DATE : _____

* Please ensure that your new total workload is at least 15

SECTION D (RECOMMENDATION BY THE COURSE INSTRUCTOR/HEAD OF DEPARTMENT/ACADEMIC ADVISOR)

RECOMMENDED		SIGNATURE & STAMP : _____ DATE : _____
NOT RECOMMENDED		
REMARKS: _____ _____		

SECTION E (APPROVAL AND VERIFICATION BY THE KCDI ACADEMIC OFFICE)

Please Verify:

NEW TOTAL WORKLOAD IS AT LEAST 15	
PAYMENT OF RM300.00 HAS BEEN MADE	
Receipt No.	

SIGNATURE
& STAMP : _____
DATE : _____