



APPLICATION TO WITHDRAW A COURSE AFTER DEADLINE FEES OF RM500.00 (WEEK 11 UNTIL WEEK 13)

SECTION A (PERSONAL INFORMATION - TO BE FILLED IN BY THE STUDENT)

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)

I WOULD LIKE TO WITHDRAW THE FOLLOWING COURSE:

COURSE CODE	COURSE TITLE	SECTION	CREDIT HOUR

REASONS:

SECTION C (DECLARATION BY THE STUDENT)

STUDENT'S SIGNATURE : _____ DATE : _____

SECTION D (RECOMMENDATION BY LECTURER OF THE COURSE)

RECOMMENDED	<input type="checkbox"/>	SIGNATURE & STAMP : _____ DATE : _____
NOT RECOMMENDED	<input type="checkbox"/>	
REMARKS:		

SECTION E (APPROVAL AND VERIFICATION BY KCDI ACADEMIC OFFICE)

Please Verify:

NEW TOTAL WORKLOAD IS AT LEAST 15	<input type="checkbox"/>
PAYMENT OF RM500.00 HAS BEEN MADE	<input type="checkbox"/>
Receipt No.	_____

SIGNATURE
& STAMP : _____
DATE : _____