



## BENCH FEE REIMBURSEMENT FORM

### INSTRUCTION:

1. Please ensure the **original receipts are attached**.
2. The bench fee is a fee to cover the specific cost associated with research work, laboratory work, field work or any expenses related to postgraduate studies.
3. Bench Fee allocation;

No.	Type of Student	Implementation	PhD	Master
1	International Postgraduate Student	Effective for new student intake semester 1, 2017/2018 onwards	RM1,500.00	RM1,200.00
2	Local Postgraduate Student	Effective for new student intake semester 1, 2019/2020	RM1,500.00	RM1,000.00

4. Student has to submit financial statement as a proof there that is no outstanding fee in the previous / current semester.
5. All receipts should get verification from Head of Department /PG Coordinator before submission to the Office of Deputy Dean (Postgraduate and Research) KAHS.

A. REQUESTOR DETAILS				
DATE	:			
SUPERVISOR NAME	:		STAFF NO.	:
TEL NO. / MOBILE NO.	:			
STUDENT NAME	:			
MATRIC. NO	:			
B. DETAIL OF PAYMENT				
NO.	ITEM	AMOUNT		
1.				
2.				
3.				
4.				
5.				
C. DECLARATION				
I, the student under the said supervisor, hereby declare that all receipts attached are genuine and the claims are true.		I, the supervisor for the said student, hereby declare that all receipts attached are genuine and the claims are true.		
Signature :		Signature :		
Date :		Date :		
D. VERIFIED (HEAD OF DEPARTMENT / PG COORDINATOR) ***please tick necessary				
	<input type="checkbox"/>	RECOMMENDED	<input type="checkbox"/>	NOT RECOMMENDED
Signature :				
Official Stamp :	Date :			

I, hereby declare that all the above receipts are genuine and the claims are true.

**Signature:**

**Name:**