

IMPORTANT NOTES

1. Upon submitting this Withdrawal Form to the Head of Programme, your Student ID Card will be cancelled.
2. There will be strictly **NO REFUND** of fees once the **semester commences**.
3. Student below 18 years old to obtain parents' approval for withdrawal.
4. Deposit / overpayment of fees (less any outstanding sum) will be refunded accordingly if you have submitted the copy of exit stamp.
5. This form will only be processed after the final results are confirmed and released.
6. Student is required to submit a photocopy of bank account details.
7. **The deposit can only be refunded to you or your parents.** Telegraphic Transfer (5 working weeks)

(A) Student Particulars (Please use block letters and tick '✓' where applicable)

Full Name (as per Passport) : _____
 Passport No. : _____ Matriculation No. : _____
 Contact No. : _____ E-mail Address : _____
 Programme/Major : _____
 Permanent Address : _____
(Include City and Country)

Pertaining to the refund of deposit and balance of your school fees, please provide us the information required as stated below.

Bank's Account Holder (As per passport) : _____
 Passport NO (Bank's Account Holder Passport No) : _____
 Permanent Address (Include City and Country) : _____
 Contact No. : _____ Citizenship : _____
 Date of Birth : _____ Place of Birth : _____
 E-mail Address : _____ Bank Account No. : _____
 Bank Name : _____
 Bank Address (Include City and Country) : _____
 Bank Swift Code : _____ Bank IBAN (if Applicable) : _____
 Purposed of Payment : _____

Copy of bank account details (Tick (✓) for confirmation that the document is attached)

For my account, risk and without responsibility or liability to the College/ University, please effect the refund as specified above.

Student's Signature: _____ Date: _____

(B) International Office (Advice on visa clearance requirement matter)

Remarks : _____

Authorized signature: _____ Date: _____

(C) Head of Programme / Dean of School (Note: Please ensure that the student fills in the particulars clearly and correctly)

- **Pre-mature withdrawals** (did not complete the programme or do not want to complete the current semester or do not intend to sit for final exam), please tick the column beside Pre-Mature Withdrawal and select the relevant reason from the options given.
- **Pre-mature withdrawals, Dean/HOP to acknowledge with signature and stamp.**
- **This form MUST be forwarded to the International Office for clearance.**

(I) Reasons for Leaving INTI (Please tick '✓' where applicable)

1. **Graduated / Completed / Transfer Graduate (TOG)** - Kindly state the exam result released date if before result release: _____
2. **Pre-Mature Withdrawal**
- | | | |
|---|--|---|
| <input type="checkbox"/> a) Financial Problem | <input type="checkbox"/> b) Dismissal due to Disciplinary / Exam | <input type="checkbox"/> c) Visa not renewed |
| <input type="checkbox"/> d) Medical Issue | <input type="checkbox"/> e) Employment | <input type="checkbox"/> f) STPM / Government Matriculation |
| <input type="checkbox"/> g) Other / Personal reasons: _____ | | |
| <input type="checkbox"/> h) Other non-Inti institution - Name of Institution: _____ | | |
- Reasons: _____

For pre-mature withdrawals:
 Acknowledge by Dean: _____ Date: _____
(Chop and sign)

3. **Transfer to overseas university:** Name of University: _____
 Session admitted: (i) For AUP students : Fall / Spring / Summer, Year _____
 (ii) For Other students : Intake _____, Year _____

(II) Please tick '✓' if completed – HOP

- Drop all courses (Pre-mature Withdrawal)** - student who are currently enrolled in the active session (Applicable if student withdrawing before exam week)
- Remarks : _____

Authorized signature: _____ Date: _____

