

**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. This form will only be processed after the final results are confirmed and released.
5. Student is required to submit a photocopy of bank account details.
6. **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 NRIC) : \_\_\_\_\_  
 NRIC No. : \_\_\_\_\_ Matriculation No. : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_  
 Programme / Major : \_\_\_\_\_  
 Permanent Address : \_\_\_\_\_  
 Bank Account Holder's Name : \_\_\_\_\_  Self  Parents  
(As per NRIC)  
 Bank Account Holder's IC No : \_\_\_\_\_ E-mail Address : \_\_\_\_\_  
 Bank Name : \_\_\_\_\_  
 Bank Account No. : \_\_\_\_\_

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) Head of Programme / Dean of School** (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 to acknowledge with signature and stamp.**

**(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) Government Scholarship / Bursary |
| <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 \_\_\_\_\_  
 Reasons: \_\_\_\_\_

**(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: \_\_\_\_\_

**(C) Library**

Clear  Deduct from deposit: RM \_\_\_\_\_  
 Remarks : \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**(D) Chief Executive's Office / Vice Chancellor OR Student Services Division** (Pre-mature Withdrawal only)

Remarks: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**(E) Finance Office**

Deposit : RM \_\_\_\_\_  
 Others : RM \_\_\_\_\_  
 Deduction : RM \_\_\_\_\_  
 Amount Refundable : RM \_\_\_\_\_  
 Remarks : \_\_\_\_\_  
 Authorized signature : \_\_\_\_\_  
 Date : \_\_\_\_\_

**(F) Office of Admissions and Records**

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized signature : \_\_\_\_\_  
 Date : \_\_\_\_\_