



APPLICATION TO WITHDRAW FROM A COURSE (WITHIN DEADLINE)

(WEEK 5 UNTIL WEEK 10 FOR SEMESTER 1 AND 2)

(WEEK 2 UNTIL WEEK 4 FOR SEMESTER 3)

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 12 credit hours.

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:		SIGNATURE & STAMP : _____ DATE : _____
NEW TOTAL WORKLOAD IS AT LEAST 12 CREDIT HOURS		
PAYMENT OF RM300.00 HAS BEEN MADE		
Receipt No.		