



APPLICATION TO WITHDRAW FROM A COURSE (AFTER DEADLINE)

(WEEK 11 UNTIL WEEK 13 FOR SEMESTER 1 AND 2)
(WEEK 5 UNTIL WEEK 6 FOR SEMESTER 3)
FEES OF RM500.00

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 FROM 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 THE COURSE INSTRUCTOR/LECTURER)

RECOMMENDED	
NOT RECOMMENDED	

REMARKS:

SIGNATURE
& STAMP :

DATE :

SECTION E (APPROVAL AND VERIFICATION BY KCDI ACADEMIC OFFICE)

Please Verify:

NEW TOTAL WORKLOAD IS AT LEAST 12 CREDIT HOURS	
PAYMENT OF RM500.00 HAS BEEN MADE	
Receipt No.	

SIGNATURE
& STAMP :

DATE :

