



**Instruction to students:**

1. First semester students who have registered and paid the tuition fee but withdrawn within thirty (30) working days after registration are eligible for 80% refund of tuition fees.
2. There will be no refund if the application for withdrawal is done after thirty (30) working days.
3. Second and subsequent semester students applying to withdraw from studies are not eligible for a fee refund.
4. A completed application form must be submitted to the CGS Office.

**SECTION I (To be filled by student in CAPITAL LETTERS)**

Name:																														
I.C No/Passport No.:																Faculty Code:														
Student ID No.:											Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>															
Programme Code:						Semester:			Mode of Study:	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>																	
Level of Study:	Master	<input type="checkbox"/>	PhD	<input type="checkbox"/>																										
Mailing Address *( )																										Postcode				
* Please tick (✓) for change of address																														
Tel.No.:											Mobile Phone No.:																			
E-mail:																														
Scholarship / Funding (if any)	:																													

**SECTION II**

I would like to withdraw my study starting from:

Date 

		-			-	2	0		
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Reasons (please attach supporting documents):

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.....  
**Student's Signature**

.....  
**Date**

**SECTION III (Student is required to get endorsement from the following departments)**

**A. SCHOOL**

Verified by the Dean

Has returned all materials / equipment and student card to Faculty.

.....  
Name and Signature

.....  
Date

.....  
Official Stamp

**B. AIU Library**

Has returned all borrowed materials to the library.

.....  
Name and Signature

.....  
Date

.....  
Official Stamp

**C. Bursary**

Verification from Bursary's Office

Receipt No: .....

.....  
Name and Signature

.....  
Date

.....  
Official Stamp

**D. International Students unit (ISU)**

*(for international student only)*

Records have been updated

.....  
Name and Signature

.....  
Date

.....  
Official Stamp

**E. Results of application is subjected to Senate approval**

Senate Result

APPROVED

NOT APPROVED

.....  
Signature of Senate's Chair

.....  
Date

.....  
Official Stamp