|  |  |  |
| --- | --- | --- |
| **REFUND PORTION** | **FOUNDATION DROP PERIOD** | **DEGREE & DIPLOMA DROP PERIOD** |
| Full refund | 0-3 days after commencement of the semester | 0-7 days after commencement of the semester |
| 2/3 refund | 4-5 days after commencement of the semester | 8-14 days after commencement of the semester |
| No refund | After 5 days | After 14 days |

INTERNATIONAL STUDENT DEFERMENT OF STUDIES FORM

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| --- |
| *APPLICANT DETAILS*  |
| Name |  |
| Student ID |  |
| Programme |  |
| Passport No. |  |
| Passport Expiry Date |  |
| Student Pass Expiry Date |  |
| Deferring for Semester |  |
| Address |  |
| Email Address |  |
| Handphone No. |  |
| *REASONS OF DEFERING*  |
| ***I decide to defer my studies because of the following reason/s. I also understand that my application for deferment of study will not be processed until I have settled all outstanding fees with the university. I must attend all classes until my deferment is approved.***  Date |
| *IMPORTANT NOTES ON REFUND POLICY*  |
| Kindly note that that the refund of tuition fees for a normal semester will based on the following table :\*Kindly refer UNITEN Website > Current Student >Academic Calendar & Important Dates for details |
| *REVIEW FROM INTERNATIONAL OFFICE (Kindly tick) Remarks*  |
| * *Student Pass expiry date*
* *Passport validity*
* *Passport validity less than 1 year*
* *Student Pass validity less 6 months*
* *Student Pass has expired*
* *Currently student is overstaying*
* *Currently, IO extending student pass*
* *Student pass can renewed 3 month within return of student*
* *Currently, IO doing Special Pass for student*
* *Currently student renewing/ extending validity of passport*
 | *Additional Comments and Recommendation :* *Recommended N o t R ecommended* Signature and Chop Date |

|  |  |
| --- | --- |
|  | *REGISTRAR’S OFFICE USE*  |
| Effective Date |  |
| Student Status |  |
| Debts | Yes : RM No |
| Refund of Tuition Fee | Full Refund : RM 2/3 RefundNo Refund |
| Balance of Semesters |  |
| Checked by :*……………………………………...* Administration Assistant (Enrollment) Registrar OfficeDate:…………………………………. |
| Recommended/ Not Recommended by:*……………………………………...* Assistant Registrar (Enrollment) Registrar OfficeDate:…………………………………. | Approved /Disapproved by:*……………………………………...* Deputy Registrar (Enrollment) Registrar OfficeDate  |
| *Letter of deferment issued on*  |  |

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 *Updated on 1 October 2019.*