|  |  |  |
| --- | --- | --- |
| **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 |

**LOCAL STUDENT DEFERMENT OF STUDIES FORM**

|  |
| --- |
| *APPLICANT DETAILS*  |
| Name |  |
| Student ID |  |
| Programme |  |
| IC No. |  |
| Deferring for Semester |  |
| Address |  |
| Email Address |  |
| Handphone No. |  |
| **REASON OF DEFER**  |
| ***I decide to defer my studies because of the following reason/s. 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 |

|  |  |
| --- | --- |
|  | **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 :**Admin. Assistant (Enrollment) Registrar OfficeDate:…………………………………. | **Recommended/ Not Recommended by:** Assistant Registrar (Enrollment) Registrar Office Date:…………………………………. | **Approved /Disapproved by:**   Deputy Registrar (Enrollment) Registrar Office  Date    |
| *Letter of deferment issued on*  |  |

DISCLAIMER:
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 *Updated on 14 Apr 2020*

 *PKP/MCO*