|  |  |  |
| --- | --- | --- |
| **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 Refund  No Refund | |
| Balance of Semesters | |  | |
| **Checked by :**  Admin. Assistant (Enrollment) Registrar Office  Date:…………………………………. | | **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*