

PERMOHONAN PENANGGUHAN BAYARAN YURAN PENGAJIAN
Application for Deferral of Tuition Fee Payment

Terms and Conditions

1. This **completed application form**, together with all relevant supporting documents should be submitted to Centre for Degree and Foundation Studies office **at least five (5) working days before** the payment deadline.
2. The deferral will be allowed for tuition fees **ONLY**. You must **settle all the miscellaneous charges** before submitting the application.
3. The **approved application form** must be **submitted to the Financial Division before/on the original payment deadline** to update your fee status to deferral.
4. Students who are approved for deferral of tuition fee payment are required to **settle the outstanding tuition fee before the start date of examination slip printing** (Refer Academic Calendar).
5. You will receive the result via email within **two (2) weeks** from the date of submission.

Bahagian A: Pelajar dikehendaki mengisi Bahagian A sahaja / Section A: To be completed by student

Nama: _____
Name: _____

No. K/P Baru: _____ **No. Matrik:** _____
ISID/Passport No: _____ Matric No: _____

Program Pengajian: _____
Programme of study: _____

Sesi/Semester Pengajian: _____ **No. Telefon:** _____
Session/Semester Telephone No: _____

Emel: _____
Email: _____

Alasan Penangguhan:

Reason for deferral:

Sila tandakan (✓) di dalam petak yang berkenaan / Please tick (✓) in the appropriate box.

Masalah kewangan / Financial difficulties	<input type="checkbox"/>
Sedang menunggu permohonan pinjaman/penajaan / Pending approval of loan/sponsorship	<input type="checkbox"/>
Masih belum menerima bayaran dari pihak penaja / Still have not receive payment from the sponsor	<input type="checkbox"/>
Lain-lain (Sila Nyatakan) / Others (Please Specify)	<input type="checkbox"/>

PENGAKUAN/DECLARATION:

Saya mengaku bahawa segala butiran di atas adalah benar dan bertanggungjawab ke atasnya.

I hereby declare that the details furnished above are true to the best of my knowledge and I undertake responsibility for it.

Tandatangan Pelajar / Student's Signature: _____ **Tarikh / Date:** _____

Bahagian B: Sokongan oleh Pengurus Besar

Section B: General Manager's Recommendation

Disokong Recommended
 Tidak Disokong Not Recommended

Tandatangan & Cop Rasmi / Signature & Official Stamp:

Tarikh / Date:

Bahagian C: Kelulusan Pengerusi/Timbalan Pengerusi

Section C: Chair/Deputy Chair's Approval

Diluluskan Approved
 Tidak Diluluskan Not Approved

Tandatangan & Cop Rasmi / Signature & Official Stamp:

Tarikh / Date:

Bahagian D: Untuk Kegunaan Pejabat (Bahagian Kewangan)

Section D: For office use (Financial Division)

Disemak dan dikemaskini rekod oleh / Form checked and student's record updated by:

Tandatangan & Cop Rasmi / _____
Signature & Official Stamp:

Tarikh / Date: _____