



# WITHDRAWAL FORM

INTERNATIONAL MEDICAL UNIVERSITY  
MALAYSIA

Please complete ALL sections on this form in **BLOCK** capitals.

<b>Name</b> (as in NRIC/Passport)	
<b>Student ID</b>	<b>NRIC/Passport</b>
<b>Contacts</b>	Tel. No.
	Mobile Phone No.
	Email Address
<b>Programme</b>	<b>Intake</b>

## REASON FOR WITHDRAWING FROM PROGRAMME

<input type="checkbox"/> Asked to withdraw	<input type="checkbox"/> Unable to cope with studies	<input type="checkbox"/> Personal / Family
<input type="checkbox"/> Completion of studies/Transfer to Partner School	<input type="checkbox"/> Financial	<input type="checkbox"/> Medical
<input type="checkbox"/> Did not meet IMU entry requirement	<input type="checkbox"/> Others	please specify
<input type="checkbox"/> Joining other institution	please state name of institution and programme	
<input type="checkbox"/> with scholarship		

## REFUND PARTICULARS (Refund will be made to biller's or parent's name unless it is specified otherwise. Please state reason if payment is to be made under the student's name)

Please specify the mode of payment for refund (subject to bank charges, if applicable)

<input type="checkbox"/> Direct bank-in (in Ringgit Malaysia)	Payee	
	Account no.	
	Contact no.	
	Bank	
	Please specify name and branch	
<input type="checkbox"/> Telegraphic Transfer (in US Dollar) (for International student only)	Payee	
	Account no.	
	Contact no.	
	SWIFT Code	
	Bank	
	Please specify name, branch, address and country	

## IMPORTANT NOTES AND DECLARATION

- Please submit this form to **Academic Services**.
  - All IMU equipment/property in your possession (e.g. books borrowed from the IMU Library) must be returned to the relevant departments, if applicable.
  - All international students holding a student visa should note that withdrawing from IMU may affect the visa and the Malaysia Department of Immigration will be advised of any approved withdrawal.
  - IMU reserves the right to impose cancellation fee incurred on cancellation of direct bank-in/Telegraphic Transfer due to incomplete or wrong particulars provided by you.
  - The refund of fees and deposits (if applicable) will take approximately 4 - 6 weeks.
- I have consulted the Dean / Associate Dean / Programme Coordinator / Mentor on my intention to withdraw from the programme.
- I enclose a letter/copy of air-ticket/other supporting documents for this application.

Please read the following and sign before submitting this form.

- I hereby undertake that I fully aware of and will be bound by IMU policies, rules and regulations for this application.
- I hereby declare that all particulars provided by me are true and complete.

Signature of student

Name

Date

**ACKNOWLEDGEMENT AND APPROVAL**

**Acknowledged by Programme Coordinator/Mentor**

Signature   
 Name   
 Date  /  /

Remarks

**Approval from Dean/Associate Dean/Academic Services/Admissions**

Signature   
 Name   
 Date  /  /

Remarks

**CLEARANCE FROM RESPECTIVE DEPARTMENT**

Clearance from Library. To charge RM

Approval by

Clearance from Student Services. To charge RM

Approval by

Clearance from Hostel. To charge RM

Approval by

**INTERNATIONAL STUDENT**

To return personal bond  
 To terminate student pass

Approval by

**ACADEMIC SERVICES**

Returning student ID card  
 Update student status in database

Signature

Date  /  /

**FINANCE DEPARTMENT**

Processed by Name of staff

Date  /  /

Verified by Name of staff

Date  /  /

Account Code	Amount (RM)
<b>Total</b>	

**Approval for Payment:**

Signature

Name

Date  /  /