

**POSTGRADUATE PROGRAMME
APPLICATION FOR WITHDRAWAL**

1. The candidate is required to obtain verification from the Supervisors and the Dean of the faculty.
2. The candidate is required to obtain the endorsement from the Finance Division, Library, ISC and Hostel (if applicable) before submitting the application form to the Faculty.
3. For International Students: - The candidate is required to consult the International Student Centre (Visa Unit).
4. Candidate under sponsorship: - The candidate is required to send a copy of the official withdrawal letter to the sponsored organization.
5. There is strictly no refund of fees except for the Deposit.

PART I: TO BE COMPLETED BY THE CANDIDATE (Please tick (✓) the relevant)

FULL NAME:	ID NUMBER:
PROGRAMME:	FACULTY:
MODE OF STUDY:	NATIONALITY:
PERSONAL EMAIL:	MOBILE PHONE NO.:
DATE OF INITIAL REGISTRATION:	END OF CANDIDATURE:
CORRESPONDENCE ADDRESS:	

REASON FOR WITHDRAWAL: (Please tick (✓) the relevant)

Financial difficulty		Personal matter		Career advancement	
Obtained offer from other University	YES /NO	(If YES, please tick (✓) the relevant)			
		Local University		Self-Finance	
		Foreign university		Sponsorship/Scholarship	
Other (Please Justify)					

SIGNATURE OF CANDIDATE: _____

DATE: _____

PART II: ENDORSEMENT BY DIVISION:	DATE	SIGNATURE AND OFFICIAL STAMP
FINANCE The candidate has NO outstanding fees.		
LIBRARY The candidate has returned all materials and has NO outstanding fees.		
HOSTEL (if applicable) The candidate has returned the hostel key.		
INTERNATIONAL STUDENT CENTRE The candidate has confirmed the relevant information.		
Supervisor (by Research only) COMMENTS (If any):		
Co-Supervisor (by Research only) COMMENTS (If any):		
Programme Coordinator (by Dissertation & Coursework only) COMMENTS (If any):		
FACULTY Received and Verified		
IPS Received and Verified		
Note: (1) The Faculty shall send the form to IPS after the Faculty R&D Committee Meeting. (2) The Application for withdrawal shall be submitted to Senate for noting purpose through the Board of Postgraduate Studies. (3) The Faculty shall send the form to IPS after the Faculty R&D Committee Meeting. (4) The Application for withdrawal shall be submitted to Senate for noting purpose through the Board of Postgraduate Studies.		