



STUDENT AFFAIRS DIVISION (BHEP)

ACCOMMODATION WITHDRAWAL APPLICATION FORM

PARTICULARS OF APPLICATION

DATE OF APPLICATION :

D	D	M	M	Y	Y
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RESIDENTIAL COLLEGE : _____

FULL NAME : _____

I/C / PASSPORT NO. :

MATRIC NO. :

ROOM NO. :

TELEPHONE NO. :

EMAIL ADDRESS :

GENDER :

FACULTY :

YEAR / SESSION :

CHECK-IN DATE :

CHECK-OUT DATE :

REASON(S) FOR WITHDRAWAL

Tick (/) at relevant boxes.

Duration of studying completed.

Staying outside : Other Residential College _____ / International House / Japanese Apartment / Renting outside UM.

Health problem.

Others (please state) : _____

APPLICANT'S SIGNATURE

REFUND FEES REQUIRED (IF ANY)

Abide the **check-in & check-out** procedures during stay at residential college.

- a) The usual duration of the stay begins on the first week of current academic calender & the last day of the examination week.
- b) Extra accommodation fee is to be charged for the stay after the specific duration.
- c) *Accommodation fee will be charged for one semester & there will be no refund for early check-out (after Week 7).

*Daily charges starting from check-in date.

APPLICANT'S SIGNATURE

FOR BHEP OFFICE USE

Approved

Not Approved

Date :

D	D	M	M	Y	Y
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STUDENT AFFAIRS OFFICER SIGNATURE

FOR E-COLLEGE ISIS ADMIN USE