

Malaysia Campus University Withdrawal



Person ID:			
Full Name:			
Programme:		Year/Stage:	
Last Date of Attendance at University:			
Reason for Leaving: <i>(Refer to key below):</i> 03 Transferred to another Institution * 04 Health Reasons 06 Financial Reasons 07 Personal Reasons** 10 Gone into Employment 11 Other ** 21 Relocation	_____ _____ _____ *For transfer cases (03), please state the University you wish to transfer to and your reason/s for transfer *For personal (07) and other (11) reasons, please state details		
By submitting this application, I understand and declare that: 1) I do not have any outstanding debt with the University. 2) No fees are refundable if I withdraw 2 weeks after the commencement of the semester.			
Student signature: _____ Student name: _____ Date: _____			

* Reason for Leaving - essential for statistical purposes

Academic Head Exit Interview

Comments from Academic Head during Exit Interview: Academic Head signature: _____ Date: _____

Meeting Student Success Advisor

Comments from Student Success Advisor: Student Success Advisor signature: _____ Date: _____

Meeting Global Student Office (International Students Only)

Comments from Global Student Office:

Global Student Office staff signature: _____

Date: _____

For Office Use Only

Clearance			
	Date	Signature	Remark
IS and Library			
Books			
Equipment			
Student Life			
Financial Aid			
Accommodation			
Utility			
Outstanding			
Student to fill in Refund Request form			

Forms should be submitted to Student Service Centre, Heriot-Watt University Malaysia or email student-services-malaysia@hw.ac.uk

For School/Institute Use Only (Undergraduate Students Only)

I confirm that the student detailed above has satisfied the following conditions and should be awarded a University Certificate or Diploma as appropriate.

	Please Tick
<i>University Certificate of Higher Education - the student above has obtained 120 SCQF credits for approved modules taken, as detailed in Regulation 38: Certificates and Diplomas of Higher Education</i>	
<i>University Diploma of Higher Education - the student above has obtained 240 SCQF credits for approved modules taken or been exempted, on the basis of accredited prior learning, from the first stage of an undergraduate course of study and obtained 120 SCQF credits, as detailed in Regulation 38: Certificates and Diplomas of Higher Education</i>	
I confirm that all grades/marks for current academic year have been ratified by our Summer or Resit Exam Board	
Signature of Director of Learning and Teaching: _____	Date: _____

Copy of form should be forwarded to Academic Registry, Heriot-Watt University, Riccarton, Edinburgh, EH14 4AS, if student eligible for award.

For Registry Office Use Only

- Update system
- Update other departments (Finance, IT, SSS, Admission)
- Z1 Z2 Z3
- Remark
- Signature
- Date