

Application for Withdrawal: Local Students

Please note:

This is an application for withdrawal from the University and of deposit/fee refunds. DO NOT use this form if you intend to continue your studies at Monash University Malaysia. [e.g. if you go on exchange to study at another Monash campus for a semester or two but expect to return to Monash Malaysia].

Monash ID: _____

Name in full (please print): _____

Course: _____ Intake: _____
(Month / Year)

NRIC: _____ E-mail address: _____

Telephone No: _____ (Home) _____ (Mobile)

Postal Address: _____

*(Please note that your draft/cheque
will be mailed to you at this address
unless we are otherwise notified)*

Instructions:

1. Please return your Student card with this form. If the card is not returned, a deduction of RM 25/RM 30 will be applied against your deposit. **(Note: After refund of deposit is made the card returned thereafter will be deemed invalid.)**
2. This application is to be lodged at the Course Manager's office at your school.
3. An application for withdrawal and of fee/deposit refunds will take approximately 6-8 weeks to be processed, provided that you have submitted ALL required documents along with your application.

Reasons for not continuing in Monash University

Transferring to another Monash University campus

Campus: _____ Commencement date: _____

Course: _____

Transferring to another institution

Institution name: _____ Commencement date: _____

Course: _____ Location: _____

Others

Please specify: _____

This application is for withdrawal from the University and:

Refund fees

Refund deposits

Please state your preference

Bank draft (*Overseas bank*)

Crossed cheque (*Local bank*)

Draft/cheque made payable to: _____
(*please state name of recipient as per bank account*)

Relationship to student: _____

Draft/cheque is to be

Collected in person

Mailed to postal address (as specified on page 1)

Collected by authorised person

(Name: _____ NRIC/Passport: _____)

*I understand that the refund amount will be guided by the Refund Policy of Monash University Malaysia.
I also understand that the amount refunded to me is after the deduction of any outstandings with the University.*

Signature of student

Date

For office use only:

1. Head of School /Course Manager

Student card returned? (Yes / No)

Receipt Date

Keyed in date

Signature and date

2. Admissions and Records office

Period of study:

Commencement date ____/____/____
 dd mm yy

Termination date ____/____/____
 dd mm yy

Receipt date

Signature and date

3. Library and Learning Commons

Replacement of lost library item(s)

Paying for the current cost of replacing the item(s) + processing fees (RM10)

Total amount: _____

Note: Student has an option of replacing the item(s) with a new copy (exact edition) or latest edition.

Library fines? (Yes / No)

Total amount: _____

Student has outstanding items/fines with Library? (Yes / No)

Signature of Chief Librarian and date

Receipt date

Email/Contact: lendingsservices@lib.monash.edu.my / 03-55146157

4. Finance

Amount to Refund/	RM	_____
Transfer	RM	_____
	RM	_____
	RM	_____
	RM	_____
	RM	_____
	RM	_____

Sub Total RM

Deductions

Student card returned _____ RM _____

Library card returned _____ RM _____

Fine on library books _____ RM _____

Others _____ RM _____

Sub Total RM

Refund/Transfer Grand Total RM

Signature

Date