

APPLICATION FORM FOR REFUND OF DEPOSIT FOR FOREIGN STUDENT

To be completed by student only. Please complete all sections in capital letters.

Full Name:
 (Capital Letter)

Student ISID No.: Matric No.:

Passport No.: Country of Origin:

Bank Account No.: Bank Name:

Contact No.: Email Address:

Year Registered with UTM: Year Graduated with UTM:

Reason for Refund: Graduated Withdrawn Terminated

Refund Amount (RM):

Date: Signature:

Name :

Notes:

1. Please attach : i. **Original Receipt** ii. **Copy Of Passport** iii. **Copy Of Bank Account Details/Statement**
2. Submission of the complete form and supporting documents should be in PDF format (maximum 10MB) via email to **bendahari-ukp@utm.my** or by physical submission at the counter. Please ensure all pages are clear and legible.
3. Application will be processed within 14-30 working days (not inclusive of bank processing time)

1) APPROVAL : AMACS / FACULTY ACADEMIC OFFICE / ACADEMIC ADVISOR

ACADEMIC MANAGEMENT DIVISION (for Postgraduate Student)

FACULTY ACADEMIC OFFICE (for Undergraduate Student) – Mobility and Non-Mobility Student)

UTM ACADEMIC ADVISOR (for Postgraduate Student) – Mobility Student ONLY)

It is informed that the above named student has *Graduated / Withdrawn / Terminated from the University.
 (*please delete whichever not applicable)

Date: Signature:

Name :

Official Stamp:

2) APPROVAL: UTM INTERNATIONAL

It is informed that the above named student has *Cancelled / Not Cancelled / Expired his/her pass.
 (*please delete whichever not applicable)

Date: Signature:

Name :

Official Stamp:

3) CONFIRMATION BY BURSARY OFFICE

1. Kindly be informed that the above named student has submitted this application with the following debt information:-

No Outstanding Debt

Has Outstanding Debt of RM.....

2. This application form is received from *Student / Authorized Person
 (*please delete whichever not applicable)

Bursary Official Stamp