

STUDENT DETAILS

Name <i>(as in NRIC/Passport)</i>	
Student ID	NRIC/Passport
Contacts	Visa Expiry Date <input type="text" value="d d / m m / y y y y"/>
House Tel. No.	Programme
Mobile Phone No.	Intake
Email Address	

COMPLETION OF STUDIES / TRANSFER TO PARTNER SCHOOL

Completion of studies
 Transfer to Partner School

REFUND PARTICULARS (Refund will be made to biller's or parent's name unless it is specified otherwise. Please state **reason** if payment is to be made under the student's name)

Please specify the mode of payment for refund (subject to bank charges, if applicable)

<input type="checkbox"/> Direct bank-in (in Ringgit Malaysia)	Payee	<input type="text"/>
	Account no.	<input type="text"/>
	Contact no.	<input type="text"/>
	Bank	<input type="text"/>
	<i>Please specify name and branch</i>	
<input type="checkbox"/> Telegraphic Transfer (in US Dollar) <i>(for International student only)</i>	Payee	<input type="text"/>
	Account no.	<input type="text"/>
	Contact no.	<input type="text"/>
	SWIFT Code	<input type="text"/>
	Bank	<input type="text"/>
	<i>Please specify name, branch, address and country</i>	

IMPORTANT NOTES AND DECLARATION

Please submit this form to **Academic Services Department**

- All IMU equipment/property in your possession (e.g. books borrowed from the IMU Library) must be returned to the relevant departments, if applicable.
- For **international student only**: Under the Immigration Department regulation, students are required to terminate their student pass before leaving the university. **Student pass cancellation takes 14 working days.** You may seek advice from the Student Visa office prior to submitting your passport for this purpose.
- IMU reserves the right to impose cancellation fee incurred on cancellation of direct bank-in/ Telegraphic Transfer due to incomplete or wrong particulars provided by you.
- The refund of fees and deposits (if applicable) will take approximately 6 weeks.

Please read the following and sign before submitting this form.

- I hereby undertake that I am fully aware of and will be bound by IMU policies, rules and regulations for this application.
- I hereby declare that all particulars provided by me are true and complete.

Signature of student

Name

Date