



## ADDING / DROPPING OF COURSES

Subject to approval from the University, a student who drops one or more subjects, may credit 100% of the tuition fees paid for the subject(s) to the next semester provided that the dropping of the subject(s) is done by the stipulated deadline. Thereafter, **NO CREDIT** will be given.

Fill up this form

1. Obtain your Programme Coordinator's approval and signature
2. Submit this form to the Office of Admissions & Records before the dateline

Name: \_\_\_\_\_

ID No: \_\_\_\_\_

Semester: \_\_\_\_\_

Programme: \_\_\_\_\_

Contact No: \_\_\_\_\_

Date: \_\_\_\_\_

**REASON FOR ADD / DROP:** \_\_\_\_\_

NO	COURSE CODE	ADD or DROP	PROGRAMME COORDINATOR'S SIGNATURE
<i>Eg.</i>	<i>EK2200</i>	<i>Drop</i>	
1.			
2.			
3.			
4.			
5.			

Any fees **OWED** by student → Tuition Fees: \_\_\_\_\_  
 Affiliation Fees: \_\_\_\_\_  
 Other Fees: \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_

Any fees **CREDITED** to student → Tuition Fees: \_\_\_\_\_  
 Affiliation Fees: \_\_\_\_\_  
 Other Fees: \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**Finance:**

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

**OAR:**

Keyed-in By: \_\_\_\_\_ Date: \_\_\_\_\_

OAR: Green

Finance: Red

Student: Yellow

Jan'12