

# NILAI UNIVERSITY COMPLETION FORM

<b>A. TO BE COMPLETED BY STUDENT</b>		Date ____/____/____
Name _____	ID No _____	NRIC/Passport No _____
Programme _____	Last Semester _____	Last Intake Registered _____
Please refund my deposit to _____ (Name of parents/guardian)		
Correspondence Address _____		
_____		
Student Contact (Tel) : _____	Student signature _____	
E-mail : _____		
Acknowledged by Head of Department _____	Placement Officer (if applicable) _____	
<b>B. LIBRARY</b>		Date ____/____/____
Outstanding loans/unpaid fines	<input type="checkbox"/> No	<input type="checkbox"/> Yes RM _____
Student deleted from Library	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Authorised Signature _____	Library Stamp _____	
<b>C. INTERNATIONAL OFFICE (FOR INTERNATIONAL STUDENTS ONLY)</b>		Date ____/____/____
Remarks _____		
PN _____	SP _____	MEV _____ Photocopy ticket and passport <input type="checkbox"/> Yes
Intended date of departure ____/____/____	Time _____ am / pm	
Authorised Signature _____	IO Stamp _____	
<b>D. ACCOMODATION OFFICE</b>		Date ____/____/____
Room No _____	Type <input type="checkbox"/> Single <input type="checkbox"/> Twin-sharing	Damages <input type="checkbox"/> No <input type="checkbox"/> Yes
Remarks _____		
Authorised Signature _____	AO Stamp _____	
<b>E. OFFICE OF ADMISSIONS AND RECORDS</b>		Date ____/____/____
Student ID deleted	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Exit interview conducted _____		
_____		
Authorised Signature _____	OAR Stamp _____	
<b>F. FINANCE</b>		Date ____/____/____
Caution Fee	RM _____	
Accommodation Deposit	RM _____	Checked by _____
Under / Overpayment	RM _____	Approved by _____
Other _____	RM _____	
_____		
<b>TOTAL REFUND</b>	RM <input style="width: 100px; height: 20px;" type="text"/>	Cheque no _____ Date ____/____/____