



EXTENDING COURSE FORM

Section 1: Application Information (to be completed by Student)

Name			Stud ID	
Department				
Programme Enrolled				
Level (tick ✓)	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree	<input type="checkbox"/> Postgraduate

Section 2: Subjects to be extended

Module Code	Subject Name (New Subjects)	Subject Name (Refer Subjects)	Fee (RM)
1			
2			
3			
4			

Section 3 : Filled By Student

I would like to extend the duration of my course to complete all the above subjects. I agree to pay the additional tuition fees and exam fees

Signature: _____

Date: _____

Section 4 : Recommendation By Head of Department

Application is recommended / Not recommended

Name: _____ Signature: _____ Date: _____

Section 5 : Approval by Academic Director

Application is Approved / Not Approved

Number of semesters extended: _____ From semester ___/___ to semester ___/___

Name: _____ Signature: _____ Date: _____

Section 6 : Finance Department

Additional Instalment of fee to be paid: RM _____ x _____ months

Name: _____ Signature: _____ Date: _____

Cc: Head of Department
 Parents copy
 Student File, Exam and Record