

## 新纪元技职与推广教育学院更换学籍申请表

## New Era Institute of Vocational and Continuing Education Change of Student Status Form

## 申请者填写 To be filled in by Applicant

|   |                       |        |
|---|-----------------------|--------|
| 学号 Student ID No.:  | 姓名 Name (中/C):        | (英/E): |
| 科系 Program :  | 电话号码 Tel No.:         |        |
| 银行 Bank:  | 户口号码 Bank Account No: |        |
| 户口持有人名字 Account Holder Name:  |                       |        |
| 户口持有人身份证 Account Holder IC No:  |                       |        |
| 宿舍房号 Hostel Room No.(如有 If applicable):   |                       |        |
| [请到宿舍办公室办理退宿手续 Please proceed to Hostel Office for withdrawal procedure]  |                       |        |
| 离校原因 Reason for leaving school:   |                       |        |
| <input type="checkbox"/> 休学 Deferment (复学期限 Re-enrolment: <input type="checkbox"/> May 20__ <input type="checkbox"/> Sept 20__ <input type="checkbox"/> Jan/Mar 20__ )<br><input type="checkbox"/> 海外研习 Outbound (学校/Institution: _____ Return on: <input type="checkbox"/> Jan/Mar/May/Sep 20__ )<br><input type="checkbox"/> 退学 Withdrawal (原因 Reason : _____ ) |                       |        |

## 退款申请 Application for Refund (仅供退学者使用 Applicable to Withdrawer)

1. 本人谨此申请/I would like to apply for the following refund:

i. 退还图书馆保证金(2017年或之前入学且有缴交图书馆保证金者适用)

ii. 退还宿舍抵押金 (符合条件者适用)

iii. 退还学费 75% (2018年或之前入学且符合退费条例者适用, 请参考学生手册)

iv. 退还定额学费 (2019年或之后入学且符合退费条例者适用, 请参考学生手册)

i. Library deposit (applicable only to those who registered and paid library deposit in 2017 or before)

ii. Hostel deposit (applicable only to those who qualified)

iii. Refund of 75% tuition fee (applicable only to those who registered in 2018 or before and complied with the rules. Refer to student handbook for further details)

iv. Refund fixed amount (applicable only to those who registered in 2019 or after and complied with the rules. Refer to student handbook for further details)

## 请依序至以下部门办理签章及查核手续

## Please get the signature of the following Departments

| 部门 Department   | 签名 Signature  | 日期 Date | 备注 Remarks |
|---|---|---------|------------|
| 申请者 Applicant   |   |         |            |
| 家长/监护人 Parent/Guardian  |   |         |            |
| 辅导中心 Counselling Centre<br>(不适用于结业 Not applicable to Completion of Studies) |   |         |            |
| 系 Faculty   |   |         |            |
| 学生事务处 Student Affairs   | <input type="checkbox"/> 已退还车辆通行贴纸 Vehicle Pass Sticker has been returned.<br><input type="checkbox"/> 已办理退宿手续 Hostel Check-up procedure has been done. |         |            |
| 图书馆 Library   |   |         |            |
| 财务处 Finance Department  |   |         |            |

## 注册处填写 To be filled in by Registrar's Office

|  |   |  |
|--|---|--|
| 奖贷学金处理方式<br>Scholarship and Loan<br>(如有 If any): | <input type="checkbox"/> 退还奖 / 贷学金 To refund scholarship/loan of RM _____<br><input type="checkbox"/> 保留奖 / 贷学金至复学 To retain scholarship/loan until re-enrolment. |  |
| 注册处 Registrar's Office:                          | 日期 Date:  | <input type="checkbox"/> 学生证 Student ID.<br>生效日期 with effect from: |