



Discontinuation of Studies

Please see overleaf for details before you fill the form.

Student Data

Name: _____ IC/ Passport no.: _____

Programme: _____ Gender: Male / Female

Contact No.: (House) _____ (H/P) _____

e-mail: _____

Date of Admission: _____ Date of Leaving: _____

Student's Bank Account NO. (applicable to student who is unable to collect the refund from MPI office): _____

Reason(s) for discontinuation (please tick ✓)

<input type="checkbox"/>	Graduated/ Completed the programme	<input type="checkbox"/>	Health reasons
<input type="checkbox"/>	To work (please provide details below)	<input type="checkbox"/>	Financial reasons
<input type="checkbox"/>	To further studies (please provide details below)	<input type="checkbox"/>	No interest in the programme
<input type="checkbox"/>	Other reasons (please specify) _____		

Working	Further Studies
Employer/ Company Name:	University/ College Name:
Position:	Programme:
Start Date:	Start Date:
City/ Town:	City/ Town:

 Student's signature Date

 Parent's/ Guardian's signature Date

I have seen the following for consultation.

	Name	Signature	Date
Program Leader / Subject Lecturer			
Head of Department / Principal			

Comment(s) from Program Leader / Head of Department.

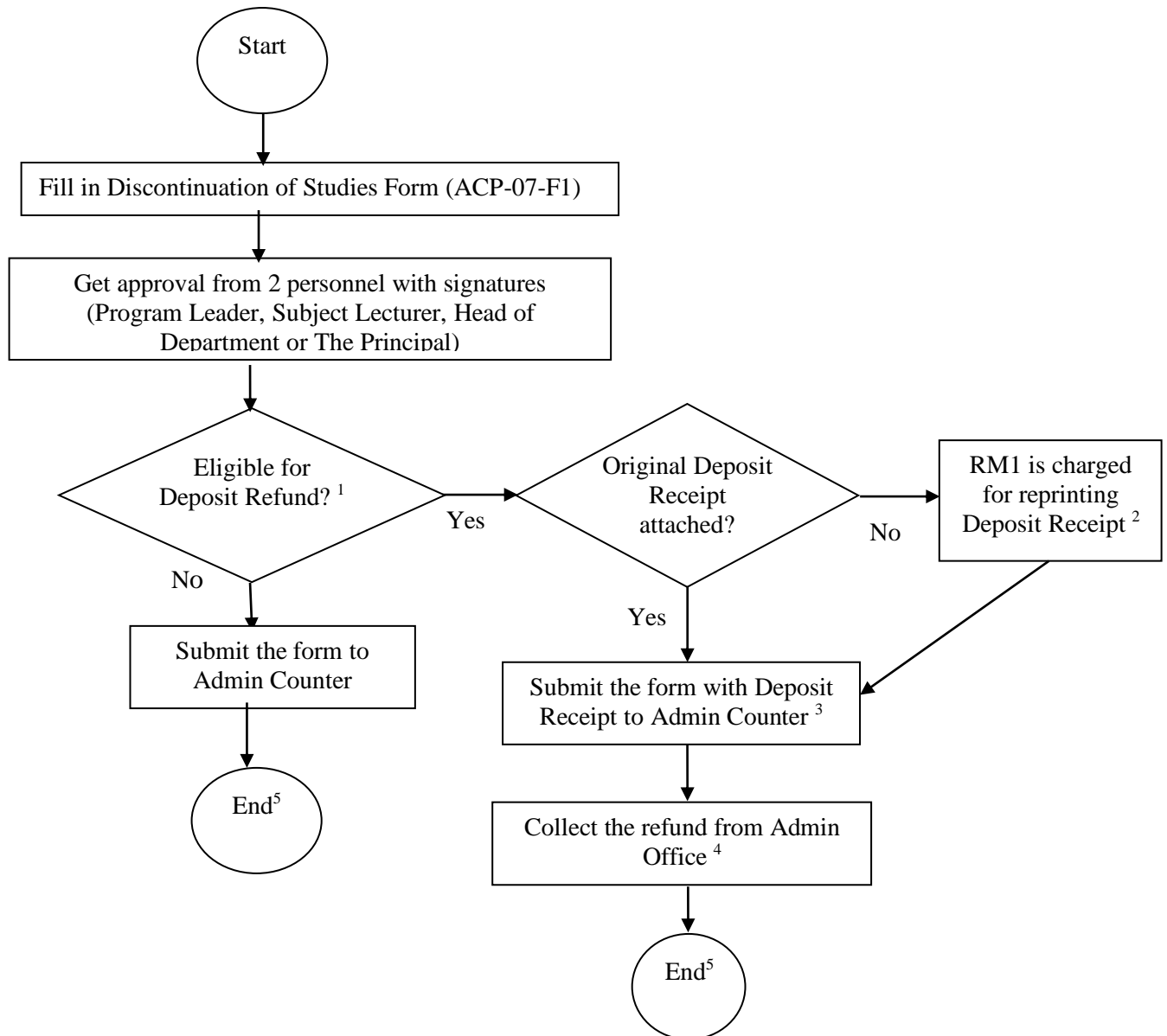
For Office Use Only

Receipt of Deposit Attached? Yes/ No
Receipt No.:
Payment Voucher No.:
Deduction:

Notification:	Signature	Date
Admin Counter		
Library		
Student Admission Dept.		
Account Department		
QA Dept.		



Procedures of Discontinuation of Studies and Refund of Deposit (for Students)



Notes:

- ¹ Student deposit is refundable upon completion of at least 1 year of full time study or completion of a programme at MPI.
- ² Reprinting of the receipt can be requested at Admin Office.
- ³ Admin Officer will check if there is any outstanding payment before passing the form to the Library to check if there is any outstanding book or fine. The Head of Student Admission will check and update student's status in the systems.
- ⁴ Students are advised to call Admin Office first before coming to collect refund. The refund is to be paid by cash or cheque, and is expected to be ready within 4-6 weeks after the submission of completed form. Student may not receive full refund due to outstanding fees or other reasons.
- ⁵ Account Department will pass the form to QA Dept. to update in e-IPTS and to the Student Admission Department for filing.