



Withdrawal from Hostel

Student Information

Name: _____ IC/Passport No: _____

Programme: _____ Contact No.: _____

Moving-in Date: _____ Moving-out Date: _____

Gender: Male / Female

Student Bank Account No.: _____ Bank Name: _____

The reason(s) I withdraw from the hostel (please tick)

<input type="checkbox"/>	Graduated/ Completed the programme	<input type="checkbox"/>	Not enough room
<input type="checkbox"/>	Discontinued the programme	<input type="checkbox"/>	Found another place to stay
<input type="checkbox"/>	Other reasons (please specify) _____		

After consultation with the Hostel Coordinator and with my parent(s)/ guardian(s) consent, I would like to withdraw from MPI hostel.

Student's signature Date Parent's/ Guardian's signature Date

Remarks:

- Please take the actions below before leaving the hostel:
 - Clear the room and make sure all hostel properties are in original position.
 - Return all hostel keys and security access card to the Hostel Coordinator.
- Please submit this form to the Hostel Coordinator.
- For **refund** purpose, please **attach the receipt of Hostel Deposit** together with this form. (T & C Apply)
A fraction or all the hostel deposit may be deducted for some reasons. Please refer hostel rules for details.

For Office Use Only

Receipt of Hostel Yes
Deposit attached: No

Notification:	Signature	Date
Hostel Coordinator		
Account Dept.		

Receipt No.: _____

Payment Voucher No.: _____