

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.: _____

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

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

1. 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.
2. Please submit this form to the Hostel Coordinator.
3. 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.: _____