

STUDENT CLEARANCE FORM



INSTRUCTIONS

1. Please fill up the form completely.
2. Student is requested to get clearance from respective Department.
3. Completed form must be submitted to **Admission and Student Record Department (ASR)**

NAME
(Capital Letter)

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MATRIC NO

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PROGRAMME _____ EMAIL _____

STUDY CENTRE _____

CONTACT NO _____

MAILING ADDRESS _____

A	STUDENT AFFAIRS DEPARTMENT (STAD)		
Please tick (✓) where applicable :			
Disciplinary Records	<input type="checkbox"/> Cleared	<input type="checkbox"/> Not Cleared	Comment: _____
Sports Club	<input type="checkbox"/> Cleared	<input type="checkbox"/> Not Cleared	Comment: _____
Alumni Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comment: _____
Signature _____ & Stamp		Date _____	

B	LIBRARY : (Obtain Clearance on Book Returned etc.)		
Please tick (✓) where applicable :			
Items Borrowed From Libr:	Returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Good Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Penalty	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Total Cost Estimated : RM _____
Signature _____ & Stamp		Date _____	

C | STUDENT RESIDENCE SERVICE / HOSTEL DEPARTMENT

Accommodation: YES NO

Balance Outstanding: RM _____

Rent: RM _____

Utilities: RM _____

Others: RM _____

Premise: _____

Signature & Stamp: _____ Date: _____

D | ACADEMIC DEPARTMENT

Please tick (✓) where applicable :

Semester : February _____ June _____ September _____ Others _____ (e.g: (✓) Nov 2013)

Academic Status : _____

Comment: _____

Signature & Stamp: _____ Date: _____

E | FINANCE DEPARTMENT

Total Fees Charged : RM _____ Payment Received : RM _____

Total Refund/Outstanding : RM _____ Receipt No. : _____

Comment (if any): _____

Signature & Stamp: _____ Date: _____

F | ADMISSION AND STUDENT RECORD (ASR) : (Matric Card Verification)

Please tick (✓) where applicable :

Defective Yes No Total Cost Estimated : RM _____

Penalty Yes No

Signature & Stamp: _____ Date: _____

I hereby understand that:

- 1 Access to College's resources and facilities shall cease immediately after the clearance has taken effect.
- 2 It is my responsibility to immediately return all SIDMA belongings such as Library items and settle all outstanding fees, where applicable.

Student's Signature_____
Date