

FORM FOR SETTLEMENT OF FEES

- i. Please fill in this form and get verification from the Finance Office before the convocation day.
- ii. After getting verification from the Finance Office, please bring this form to the Convocation Secretariat during the collection of academic robe.

1. Name :

2. Identity Card Number. /
Passport No. (for International
Students) :

3. Programme :

For Finance Office Use

Remark :

Verified by Finance Officer :

Name :

Date :

Official Stamp :

COLLECTION & RETURN OF ACADEMIC ROBES FORM
SECTION 1: STUDENT INFORMATION
TO BE FILLED IN BEFORE TAKING ACADEMIC ROBE

1. Name :	<input type="text"/>	LEVEL OF PROGRAMME : (Please tick where relevant)
2. Matric No. :	<input type="text"/>	
3. Faculty :	<input type="text"/>	
4. Robe Size :	<input type="text"/> (S, M, L, XL or XXL)	
		<input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master <input type="checkbox"/> Ph.D

SECTION 2: CHECKLIST

A. Tracer Study Questionnaire:

☐ MOHE – Tracer Study Slip

SECTION 3: COLLECTION
TO BE FILLED IN BY OFFICER IN CHARGE

1. Robe: <input type="text"/>	2. Hood : <input type="text"/>	3. Mortar Board: <input type="text"/>
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SLIP – RETURN OF ACADEMIC ROBES
TO BE FILLED IN WHEN RETURNING ACADEMIC ROBES

NAME: _____ MATRIC NO: _____

PROGRAMME/FACULTY: _____ LEVEL: Diploma / Bachelor Degree / Master/ Ph.D

STATUS OF ROBE: GOOD/ DAMAGED

Issued by:

 (Officer In-Charge)

Date:

Return of Academic Robes Schedule

Date : 20th – 26th November, 2010

Venue: Senate Hall , Level 3, Chancellery Building, UNISEL Bestari Jaya Campus

Time : 9.00am – 5.00pm (Lunch hours : 1.00pm – 2.00pm)

Any late return will be fined RM10.00 per day.

Any damage and loss will be fined as follow:-

- o Diploma – RM350.00 per set
- o Bachelor Degree – RM400.00 per set
- o Master – RM450.00 per set
- o Ph.D – RM500.00 per set
- o Hood – RM60.00
- o Mortar Board – RM80.00

PLEASE PRODUCE THIS SLIP WHEN COLLECTING YOUR SCROLL