

# Clearance Form

*(To be completed by students whom have completed studies or withdrawn from INTEC's programmes)*

## ATTENTION

The form should be completed in 1 copy. Please fill up all parts before submitting to Student Affairs.

### A. PERSONAL PROFILE

- |                            |  |
|----------------------------|--|
| 1. Name: _____             | 4. Intake ( <i>Month-Year</i> ): _____ |
| 2. Identity Card No: _____ | 5. Student ID: _____                   |
| 3. Programme: _____        | 6. Sponsor/Loan: _____                 |

### B. VERIFICATION FROM PROGRAM & DEPARTMENTS.

Please obtain verification from each department.

- Academic Affairs** (Head of Program / Coordinator)  
 Officer's Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date : \_\_\_\_\_
- Library** (Please make sure all books have been returned)  
 Officer's Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date : \_\_\_\_\_
- Finance** (Please make sure payments have been settled)  
 Officer's Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date : \_\_\_\_\_
- Residential College** (Please make sure room key has been returned)  
 Officer's Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date : \_\_\_\_\_
- Student Affairs** (Please make sure Exit survey form has been filled up)  
 Officer's Name: \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date : \_\_\_\_\_

### C. FOR OFFICE (RECORDS) USE

This is to verify that this student left INTEC Education College on: \_\_\_\_\_ due to : Complete Study / Other Offer / Personal reasons / Health reasons / Others: \_\_\_\_\_

Student Card : Returned / Not returned

Signature : \_\_\_\_\_  
 Officer's Name : \_\_\_\_\_  
 Date : \_\_\_\_\_

Official Stamp