



# XIAMEN UNIVERSITY MALAYSIA

## 廈門大學馬來西亞分校

### Offer Acceptance Slip

I hereby confirm my acceptance of the terms and conditions stated in the Admission Offer Letter.

I acknowledge that I must report to the University no later than two (2) weeks after the commencement of the programme.

I agree to the “Withdrawal from Studies and Fee Refund Policy”.

I agree to abide and to be bound by all applicable laws of Malaysia, all policies, procedures, rules and regulations of Xiamen University Malaysia (both existing and those coming into force in future).

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Student’s Full Name as per NRIC/Passport

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Student’s Signature

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Date

Please email a scanned copy or return the original copy of the signed Offer Acceptance Slip to the Admissions Office:

**Admissions Office, Xiamen University Malaysia**

Jalan Sunsuria, Bandar Sunsuria, 43900 Sepang, Selangor Darul Ehsan, Malaysia.

Tel: +03-76102078

Email: [admissions@xmu.edu.my](mailto:admissions@xmu.edu.my)

**Xiamen University Malaysia** DULN009 (B)

**Address:** Jalan Sunsuria, Bandar Sunsuria, 43900 Sepang, Selangor Darul Ehsan, Malaysia.

**Tel:** +03-76102078

**Email:** [admissions@xmu.edu.my](mailto:admissions@xmu.edu.my) **Website:** [www.xmu.edu.my](http://www.xmu.edu.my)

## WITHDRAWAL FROM STUDIES AND FEE REFUND POLICY

- (a) Withdrawal from the university means to withdraw from a programme of study currently pursued in XMUM.
- (b) Students who wish to withdraw from the University are required to fill up “Programme Withdrawal Form” which can be obtained either from the Office of Admissions or Office of Academic Affairs.
- (c) The withdrawal request will only be processed using the “Programme Withdrawal Form” which can be obtained from Office of Admissions.
- (d) The student must return his/her student card, library books and any property belonging to the University. The student is responsible for the replacement cost of any University property lost or damaged by him/her.
- (e) All outstanding fees or official charges must be settled in full before the application for withdrawal can be approved.
- (f) The University has every right to use the refundable deposits to offset any outstanding fees owed to the University.
- (g) In the event that tuition fee has not been paid at the time of submitting an application for withdrawal, students are required to settle the tuition fee according to the conditions stated below:

Submission of Written Notification to Withdraw	Tuition fee charges
Within the first two teaching weeks of the new semester	50% of tuition fee
After the first two weeks of the new semester	100% of tuition fee

- (h) Any paid tuition fee will be refunded based on the following conditions:

Submission of Written Notification to Withdraw	Percentage of Refund
Within the first two teaching weeks of the new semester	50% of tuition fee
After the first two weeks of the new semester	No refund

- (i) Any amount to be refunded will be paid via bank transfer or cheque.