

TO: ALL LKC FES STUDENTS

**Deadline for Withdrawal of Course – October 2021 Trimester**

Please be informed that according to

*University Regulation II Programme Registration, Refund of Fees, Leave of Absence and Withdrawal From Studies ---→ Part I – Programme Registration ---→ 5. Add/ Drop/Withdrawal of Courses ----→ (3) Withdrawal of registered programme courses(s) is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester/semester.*

If you wish **to withdraw**\* any of your course(s) registered in the October 2021 Trimester, please fill in the attached [withdrawal form](#), obtain your lecturer and Academic Adviser to sign and **email to** respective staff in Faculty General Office listed below latest by **5pm, Friday, 19 November 2021 (Week 5)**.

*\*It shall be a prerequisite for a student to pay the trimester fees first before proceeding to withdraw any courses. There would be no refund of fees paid for courses withdrawn.*

**SUBMISSION OF WITHDRAWAL OF COURSE(S) FORM AFTER THE STIPULATED DEADLINE WILL NOT BE ENTERTAINED.**

Programme	FGO in charge	Email address
3E	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
EC	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
ET	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
PH	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
CL	Cik Norhayati Aqilah Binti A Aziz	aqilaha@utar.edu.my
BI	Ms Lee Bee Yee	leeby@utar.edu.my
MH	Ms Lee Bee Yee	leeby@utar.edu.my
ME	Cik Noor Razia Binti Samardin	razia@utar.edu.my
MM	Cik Noor Razia Binti Samardin	razia@utar.edu.my
CI	Puan Nur Hanisah Binti Mohd Noh	hanisah@utar.edu.my
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AS	Cik Noradila Binti Musa	noradilam@utar.edu.my
AM	Cik Noradila Binti Musa	noradilam@utar.edu.my
FM	Cik Noradila Binti Musa	noradilam@utar.edu.my
SE	Puan Netty Akmal Binti Borhan	netty@utar.edu.my
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Thank you.

Faculty General Office  
Lee Kong Chian Faculty of Engineering and Science