



## APPLICATION FOR ADDING OF COURSE (S)

[Please read the 'Important Notes' before completing this Form]

### STUDENT PERSONAL PARTICULARS

Name : \_\_\_\_\_  
 Student ID : \_\_\_\_\_

### COURSE (S) TO ADD

Current semester: January / July Year: \_\_\_\_\_

No.	Course Code	Course Title	Class Code	Tuition fees (RM)
1				
2				
3				
Total				

Total credit hours after adding of course(s): \_\_\_\_\_

### REASON(S) FOR ADDING OF COURSE(S):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### DECLARATION

- I hereby pay a total of RM \_\_\_\_\_ by cash / \* postal order / money order / bank draft / cheque / visa / master card / ATM card (No: \_\_\_\_\_) for the tuition fees of the course(s) added.  
*\* All payments must be payable to "Wawasan Open University Sdn Bhd"*
- I declare that all information given in this form is accurate and complete. I have read the Important Notes of this form and agree to conform to the related Rules and Regulations of the University.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### IMPORTANT NOTES

- This form **MUST BE SUBMITTED** no later than one (1) week before the commencement of the semester. Any application received after the stipulated deadline will **NOT** be entertained.
- For any adding of course(s), the course fees will depend on the credit hours as well as the level of the course. Please refer to the fee structure for details of the payment.
- Please submit the completed form to your Regional Office.
- You will be notified of your application status within a week from the date of receipt.

FOR OFFICE USE ONLY

Approved       Rejected

Remarks:

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Processed by:

Authorized by:

Name : \_\_\_\_\_  
(Administrative Officer)

Name : \_\_\_\_\_  
(Regional Office Manager)

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

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