



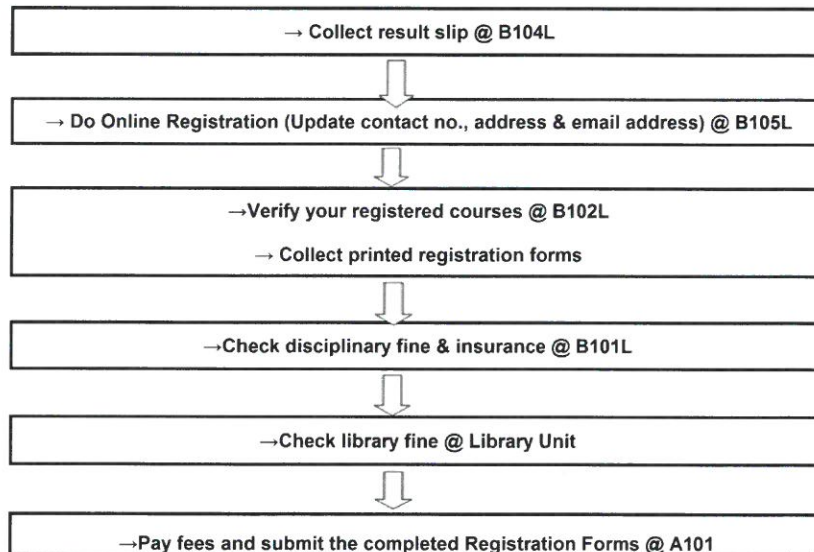
REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE
DIPLOMA PROGRAMME - INDUSTRIAL TRAINING

Time: 9.00 AM- 12.00 PM

Date: 20th December 2019 (Friday)

All students going for Industrial Training in Semester 2 Session 2019/2020 are required to register your courses on the date set above. Kindly follow the steps below when registering your courses:

REGISTRATION PROCESS






NOTE:

* ALL STUDENTS ARE COMPULSORY TO SUBMIT ALONG 2 COPIES OF PHOTOCOPIED IC & SPM CERTIFICATE TO ADMISSIONS STAFF.

*PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE. ADDITIONAL PENALTY OF RM50 WILL BE CHARGED FOR THOSE WHO REGISTER A WEEK AFTER REGISTRATION DATE.

*ALL COMPLETED REGISTRATION FORM MUST BE SUBMITTED TO FINANCE & ACCOUNTS DEPARTMENT

* TENTATIVE INDUSTRIAL TRAINING COMMENCEMENT DATE: December 2019 (Date to be confirmed by Mdm Mazarina)

PREPARED BY AdA:	REVIEWED BY ASAM :	APPROVED BY AM:	DATE:	REVISION:
NN	KMF	NAS	10/10/2019	0
				



DIPLOMA PROGRAMME - INDUSTRIAL TRAINING REGISTRATION
DIPLOMA IN MANAGEMENT TECHNOLOGY (DDWG/DDPG) /
DIPLOMA IN MANAGEMENT TECHNOLOGY (ACCOUNTANCY) (DDPW)
(SEMESTER 6 & ABOVE)

REGISTRATION VENUE :	COMPUTER LABS, BLOCK B
REGISTRATION DATE :	20 th December 2019
INDUSTRIAL TRAINING COMMENCEMENT DATE :	December 2019* (Date to be confirmed by Mdm Mazarina)

PAYMENT



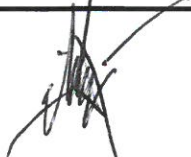
ITEM	AMOUNT
IT FEE	RM 30
LIBRARY FEE	RM 30
ACTIVITIES FEE	RM 30
STUDENT AFFAIRS FEE	RM 30
GRADUATION FEE	RM 50
*STUDENT COUNCIL FEE	RM 30
*ALUMNI FEE	RM 30
TOTAL	RM 170 / *RM230

NOTE:

* ALL STUDENTS ARE COMPULSORY TO BRING ALONG 2 COPIES OF PHOTOCOPIED IC & SPM CERTIFICATE.

*PENALTY FEE OF RM 50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE.
ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO REGISTER A WEEK AFTER CLASS COMMENCEMENT.

*FOR STUDENT COUNCIL FEE, INSURANCE FEE & ALUMNI FEE, YOU ARE REQUIRED TO PAY ONLY IF APPLICABLE.

PREPARED BY AdA:	REVIEWED BY AHAD:	APPROVED BY FD:	DATE:	REVISION:
NN	TSC	TBY		
			10/10/2019	0